# PEC

## COURSE
## CATALOG

LaVERN E. WEBER  NATIONAL GUARD

# PROFESSIONAL EDUCATION CENTER

While many things have changed since our doors opened at the Lavern E. Weber National Guard Professional Education Center (PEC) in 1974, our commitment to Soldiers has remained unwavering. On behalf of over 500 staff members who help National Guard units achieve higher levels of readiness by providing Soldiers the opportunity to sharpen their skills, it is my honor to introduce this year's course catalog.

The mission of the Professional Education Center has grown tremendously over the past four decades. We began with one building and a mission to train the full-time Army and Air National Guard force. Today, PEC boasts six training centers housed in 34 buildings across an 80 acre campus. Our classrooms and conference facilities feature state-of-the-art technology, and our full-service lodging and dining facilities are absolutely second to none. PEC also hosts the Strength Readiness Support Center and the Guard Support Center.

These features may lay the foundation for quality education, but it's our staff of Soldiers, Department of the Army Civilians, contractors and state employees, who ensure the success of our students. Just last year alone, we broke preceding records by graduating more than 36,000 students. With 107 different courses ranging from human resources to information technology, PEC covers a wide array of functional areas and is a focal point for the 54 States and Territories that make up the National Guard. Without question, our staff members take pride in that fact, while striving to make our future brighter.

With the implementation of Guard University in 2011, an online Distance Learning (DL) delivery program, PEC now has the ability to reach up to 8,000 students through DL at anytime and anywhere. This is a focal point of our strategic plan, as PEC seeks to leverage the latest technologies and the entire spectrum of training delivery available to us. We continue to attain cost savings through the use of Mobile Training Teams that bring training directly to your units. These initiatives, as well as our traditional training delivery methods, serve to reiterate the critical importance of training our National Guard force, and demonstrate that the Professional Education Center is ready to continue meeting this challenge.

The National Guard Professional Education Center also serves as a world-class, full service conferencing center complete with breakout rooms, high definition recording capabilities and dedicated staff ready to setup, breakdown and support conferees.

I hope you find this catalog a valuable resource as you coordinate training for yourself, your Soldiers, or your units, for both stateside requirements and in preparation for deployment. Additionally, I hope the composition of this year's catalog gives you a better understanding of what PEC and our six training centers have to offer. Whether you need classroom training, Mobile Training Teams, Distance Learning, or a conference venue, the PEC staff is ready to assist.

Thank you for your continued support of Professional Education Center, and the entire National Guard. Please reach out to the PEC staff with questions or suggestions, as we strive to achieve our Vision: *to be the National Guard's premier, accredited, training institution of excellence.*

COL Timothy W. Keasling
Commandant, PEC

# TABLE OF CONTENTS

# TRAINING CENTERS & COURSE DESCRIPTIONS

Sixty boots hit the ground in unison as the military formation continues to move toward the hardened-faced Soldier holding his weapon at his side. Towering above the young Soldiers, the shadowed and symbolic figure seemingly stands guard over the activities taking place on this 80-acre 'battlefield' where the weapon of choice is the mind.

Here at the LaVern E. Weber Professional Education Center (PEC), this weapon is sharpened and Soldier skills are honed. In a peacetime environment where training is instrumental for future successes, the Professional Education Center, the National Guard's premier training institute, stands on the forefront of the battle. Casting a shadow on the schoolhouse is a 25-foot bronze replica of the ever-popular Minuteman statue—affectionately referred to here as 'Howie'—that represents the origins of the National Guard.

Nestled away in the heart of Camp Joseph T. Robinson in North Little Rock, Arkansas, the schoolhouse is the primary training and conference facility for all 54 States and Territories. The campus is home to six training centers: Human Resources and Readiness (G1); Installations, Logistics and Environmental (G4); Information Technology (G6); Organizational Readiness (Chief of Staff); Resource Management (G8) and Strength Maintenance (GSD). PEC also hosts the Guard Support Center (GSC) and the Strength Readiness Support Center (SRSC).

## PEC MISSION
**To train National Guard personnel and support events to enhance National Guard Readiness.**

Since its inception in 1974, the Professional Education Center has grown substantially from one building to over thirty including a full-service hotel and dining accommodations. The campus is home to some of the best classroom technologies available. The dedicated staff of the six training centers has reached over 500 employees to include Soldiers, Department of the Army Civilians (DACs), contractors and state employees. Aside from a regular rotation of students on campus, the Professional Education Center provides web-based training as well as Mobile Training Teams (MTT) in order to train nearly 36,000 National Guard Soldiers each year.

On the leading edge of providing Distance Learning Courses (DLS), the Professional Education Center currently trains nearly 8,000 National Guard Soldiers in this manner. By using the latest technologies and collaborating with other schoolhouses and agencies to leverage the entire spectrum of media and training delivery, the National Guard can train

Soldiers in a more cost effective way. Courses are offered asynchronous or self-paced. Additionally, some courses are offered through DLS as prerequisite modules for resident courses.

In the 39-year history of the Professional Education Center, the school's leadership has sought to improve upon existing offerings year after year. And, with the expanded role the National Guard has played on the national level, training the force is even more critical. Since this is the case, instructors at the school are expected to meet strict teaching certifications to ensure quality training for our Soldiers.

## PEC VISION
### To be the National Guard's Premier, Accredited Institution of Excellence.

In addition to the classroom training, the Professional Education Center is the primary conference facility for the National Guard. Conferences are held throughout the year for National Guard, Army Reserve, Active Army, DOD, State and Federal agencies. These conferences bring in approximately 6,000 people each year. Typically, conferences provide three to five day training sessions covering specific subjects and discussions on a wide variety of issues such as mobilization and deployments; new tactics, techniques and procedures; standards as well as leadership development.

The main conference center, Jones Auditorium, can support up to 450 participants at one time and provide break-out room meeting space for several smaller groups.

# CAMPUS INFORMATION

## COMMAND GROUP

| | |
|---|---|
| Commandant | (501) 212-4665 |
| Deputy Commandant | (501) 212-4665 |
| Command Sergeant Major | (501) 212-4665 |
| First Sergeant | (501) 212-4821 |
| Human Resources Office | (501) 212-4835 |
| | (501) 212-4829 |
| Equal Opportunity | (501) 212-4799 |
| Administration Assistant | (501) 212-4665 |

## REGISTRATION    (501) 212-4700

| | |
|---|---|
| Front Desk | (501) 212-4744 |
| | (501) 212-4745 |
| | (501) 212-4746 |
| Transportation | (501) 212-4869 |

## SERVICES

| | |
|---|---|
| Director | (501) 212-4647 |
| Resource Management | (501) 212-4650 |
| Maintenance | (501) 212-4696 |
| Warehouse | (501) 212-4870 |
| Support Services | (501) 212-4676 |
| Library | (501) 212-4721 |
| Fitness Center | (501) 212-4661 |

## OPERATIONS & TRAINING

| | |
|---|---|
| Director | (501) 212-4667 |
| Operations | (501) 212-4655 |
| NCOIC | (501) 212-4655 |

## GUARD SUPPORT CENTER

| | |
|---|---|
| Front Desk | (501) 212-4940 |
| Toll Free | 1-866-628-5999 |

## HUMAN RESOURCES & READINESS (HRRTC)

| | |
|---|---|
| Director | (501) 212-4644 |
| Deputy | (501) 212-4644 |
| NCOIC | (501) 212-4644 |

## INFORMATION TECHNOLOGY (ITTC)

| | |
|---|---|
| Director | (501) 212-4822 |
| NCOIC | (501) 212-4822 |

## INSTALLATIONS, LOGISTICS & ENVIRONMENTAL (IL&ETC)

| | |
|---|---|
| Director | (501) 212-4717 |
| Operations | (501) 212-4615 |
| NCOIC | (501) 212-4823 |

## ORGANIZATIONAL READINESS (ORTC)

| | |
|---|---|
| Director | (501) 212-4989 |
| NCOIC | (501) 212-4811 |

## RESOURCE MANAGEMENT (RMTC)

| | |
|---|---|
| Director | (501) 212-4653 |
| NCOIC | (501) 212-4627 |

## STRENGTH MAINTENANCE (SMTC)

| | |
|---|---|
| Director | (501) 212-4631 |
| NCOIC | (501) 212-4711 |

# REPORTING PROCEDURES

All students, including those who will stay off post, must report to Independence Hall, Building 1404, to register. Independence Hall is the six story lodging facility located on Missouri Avenue. Please have vehicle information ready at check-in if arriving by POV or GSA vehicle. The Independence Hall registration desk operates 24 hours a day and 7 days a week.

Registration Desk        (501) 212-4700
DSN:                     .........962-4700

# BILLETING

A. Reservations for lodging are automatically made when class is scheduled in ATRRS, so there is no need to call for reservations. Government quarters are generally available. However, PEC Training Centers will issue certificates of non-availability when Government quarters are not available and attendees are directed to off post billeting. Therefore, all attendees must be prepared to pay by government credit card if billeted off post.

B. Each room is furnished with a bed, desk, desk chair, lamp, clock radio, flat screen TV, refrigerator, and internet access. All rooms have private bathroom facilities. Towels and wash cloths are provided daily and bed linen service is provided on Fridays. Washing machines and dryers are located in Independence, Patriot, and Liberty Halls at no cost. Irons and ironing boards are available in each room. Check out time is no later than 1000 hours.

C. All rooms are single occupancy only and overnight guests are not permitted.

D. Storage of bicycles or other large equipment in rooms is not authorized.

E. Cooking is not permitted in rooms.

F. Individual rooms do not have microwaves or coffee pots, however microwaves are located in each lodging facility and coffee is available in the lobby of Independence Hall in the morning. Guests may bring a small coffee maker and coffee for use in their rooms.

Dormitories are cleaned daily, Monday thru Friday. Male and Female housekeepers work in the dormitories. Please dress appropriately when outside your room.

Individual rooms are vacuumed on a daily basis.  Linens are exchanged every Friday or upon checkout.  Bath towels, hand towels washcloths and bath mats are provided daily Monday thru Thursday.  On Friday two bath towels, hand towels, wash cloths and bath mats are provided for use through the weekend.  Occupants who are continuing their stay should strip their beds on Friday morning in order to receive clean linens.  On weekends, Trash will be removed from common areas.

Please bring any concerns that you may have to the attention of the
Housing Manager       (501) 212-4783 or
Registration Desk       (501) 212-4700

# DRIVING DIRECTIONS TO CAMP ROBINSON

The Professional Education Center is located on Camp Joseph T. Robinson.
1776 Military Road, North Little Rock, AR 72118

On I-40 take exit 150 (Burns Park/Military Drive). If coming from the west, continue on Military Drive to the front gate.

If coming from the east, turn left on Charles H. Boyer Drive, then right onto Military Drive. After checking in at the gate, proceed up the hill, bearing to the right at the top of the hill onto 6th Street.

At the four-way stop (PEC marquee sign), turn right onto Missouri Avenue. Independence Hall is the six-story building on your left.

## TRANSPORTATION AND SCHEDULE

Limited scheduled shuttle service is provided from the Bill and Hillary Clinton National Airport to PEC. The schedule is available on our website at www.pec.ng.mil. Buses and vans pick up students at the covered island adjacent to the baggage claim area. Shuttle service is on a first-come, first-served basis. Students arriving at peak times will either need to wait for the next shuttle or take a taxi. Approximate cost for the taxi is $30 - $40, which is reimbursable on your travel voucher.

Black & White Cab Company          (501) 374-0333
Capitol Cab Company          (501) 568-0462

You can also find information regarding PEC shuttle service at the touch screen kiosks located in the baggage claim area. You can use the phone at the kiosk to contact the PEC Registration Desk.

Transportation is provided to the airport from PEC on the day of departure. Times are posted in the lobby of Independence Hall or may be obtained by calling the Registration Desk.

PEC also provides limited shuttle service to area shopping and dining attractions. This schedule is on the PEC website, www.pec.ng.mil.

## CONCORD CAFE RESTAURANT

The centrally located Concord Cafe is open for breakfast, lunch and dinner, seven days a week. The staff is committed to providing customers with excellent service, food quality and selection, as well as comfort and convenience. Concord Cafe is a civilian contracted facility, not a traditional military DFAC. Meals are available at a reasonable cost which is well within the authorized per diem rate of $61. Students and conferees should ensure that they bring enough funds to purchase meals. Concord Cafe accepts Visa and Mastercard.

Clean and dry PT uniforms are acceptable attire in the dining facility. Spandex type pants or underwear must be worn under loose fitting shorts. Bathing suits, excessively abbreviated or revealing clothing, short-shorts, un-hemmed cutoffs, midriff tops, halters, tube tops, sleeveless garments (such as sweatshirts, athletic jersey shirts, and tank tops), shower shoes, undershirts or other clothing intended for wear as under garments will not be worn in the dining facility.

**Concord Cafe Hours of Operation**

|  | BREAKFAST | LUNCH | DINNER |
|---|---|---|---|
| Monday - Sunday | 0600 - 0800 | 1100 -1300 | 1630 -1830 |

Concord Cafe can also provide contract refreshments for conferences and workshops, to include a full morning and afternoon menu tailored to your organization's specific needs. A complete menu of light or heavy hors d'oeuvres, and a cash bar with alcoholic and nonalcoholic beverages is also available for evening socials or "ice breakers." Permission to use conference facilities must be obtained from PEC.

Operations Branch          (501) 212-4828

## FREEDOM HALL FITNESS CENTER

The Freedom Hall Fitness Center is a well equipped, air conditioned fitness facility with two indoor basketball/ volleyball courts, racquetball courts, rooms suitable for aerobics, sauna, weight room, and a full line of aerobic machines. Outside you will find exercise bars, tennis courts, and a sand volleyball court. To enhance your experience, cable TV is visible from most aerobic machines. Staff members will assist you with exercise advice and instruction, as well as help you monitor progress.

**Freedom Hall Hours of Operation**

| | |
|---|---|
| Monday - Friday | 0530-2000 |
| Saturday | 0900-1600 |
| Sunday | 0900-1500 |

# CHAPLAIN SERVICES
**Location**

Patriot Hall (room F-118)

**Office Hours**

| | |
|---|---|
| Monday-Friday | 0730 - 1630 |

# SPIRITUAL FITNESS OPPORTUNITIES AT PEC
**Sunday Chapel Services**

Patriot Hall Conference Room (based on Soldier census – times provided at in-briefs).
Camp Robinson Chapel holds general protestant worship services
Sunday                    1530 – 1630HRS

**Mid-Week Worship/Prayer**

There are a number of houses of worship located within close proximity to PEC. If you would like to attend a mid-week service during your stay at PEC please contact the PEC Chaplain for more information.

**Spiritual Fitness Luncheon**

First Wednesday of each month at the Camp Robinson Chapel. There is no fee and features guest speakers from local organizations. Other service information available by request.

**Weekly Devotions and Studies**

There are recurring weekly devotions and studies that occur weekly at PEC (normally during the lunch hour). Meeting locations and topics vary. The PEC Chaplain will brief these opportunities during the class in-briefs.

**Weekend Spiritual Fitness Events**

Spiritual fitness events are opportunities for fellowship. These events serve to strengthen peer to peer relationships, support diversity, and strengthen morale. Event details, if scheduled, will be briefed by the PEC Chaplain during the class in-briefs.

**Contact Information**

| | |
|---|---|
| Post Chapel | (501) 212-5620 |
| Post Chaplain | (501) 212-5621 |
| Chaplain Office | (501) 212-6563 |
| Fax | (501) 212-5623 |

# LOCAL OPPORTUNITIES FOR WORSHIP, PRAYER, AND MEDITATION

Personnel who wish to engage in spiritual pursuits while at PEC are encouraged to seek out places of worship and fellowship. Due to the richness of religious diversity within the North Little Rock area it's advisable that personnel either do the research on their own or consult with the PEC Chaplain when searching for a place of worship and fellowship. Personnel who come to PEC normally bring a computer or have access to computers with internet capability.

The following links should provide ample access to helpful information with regard to places of worship and fellowship opportunities:

www.churchfinder.com/churches/ar/north-little-rock

northlittlerock.areaconnect.com/churches.htm

www.yellowpages.com/little-rock-ar/churches-places-of-worship

At any time you have questions or concerns please feel free to connect with CH (MAJ) Paul Douglas, PEC Chaplain at the numbers and email listed.

| | |
|---|---|
| PEC Chaplain Office | (501) 212-4254 |
| Fax | (501) 212-5623 |
| email | paul.n.douglas.mil@mail.mil |
| | |
| Camp Robinson Post Chapel | (501) 212-5620 |
| | (501) 212-5621 |
| | |
| After hours/Emergency | (501) 413-3765 (*Someone will always be available at this number*) |

# ITTC

## INFORMATION TECHNOLOGY TRAINING CENTER

**PEC**

DIRECTOR    (501) 212-4822
NCOIC       (501) 212-4822

For most Soldiers and Airmen, sending e-mail is as simple as typing in an address and 'hitting send,' and defending against enemy attack is done with some form of weaponry. However, the instructors at the Information Technology Training Center (ITTC) have a different perspective as getting from send to receive is determined by internal routing tables, traffic loads, congestion and firewalls; the weapon of choice against (cyber) attack by their enemy is a computer. With a focus of training tomorrow's technology leaders within the Army and Air National Guard, ITTC provides functional training in critical automation-related subjects such as basic networking, concepts and configurations, network management and system/network security. In layman's terms, this training is geared toward specific pieces of technology equipment like routers, servers, SharePoint and email services.

Home to the National Guard Cyber Operations Range, ITTC instructors are also well versed in teaching network defense skills that defend against cyber attacks. Cyber crime is real, and the focus on shoring up computer security vulnerabilities is as important as protecting our borders. The Cyber Network Defense Course validates network protection skills for Information Assurance (IA) and Cyber Network Defense (CND) personnel. Using real-world training scenarios, students are taught to recognize, mitigate and report network attacks and vulnerabilities utilizing best business practices and defense in depth.

## ITTC MISSION
**To provide relevant training and educational assistance to all National Guard information technology professionals while fostering professional relationships**

The Information Technology Training Center, located in the heart of the Professional Education Center's campus, trains approximately 3,000 Soldiers and Airmen a year through more than 35 different courses. Courses range from one to six weeks in length, and many of them result in industry certification for students as a result of partnerships with Cisco and Microsoft. While the audience served by ITTC varies, generally, they serve the J6, G6, A6, USPFO data managers, logistics and personnel communities. The typical customers (students) are the information assurance professionals, network engineers, system and database administrators as well as COMSEC custodians.

# ITTC-SCCC STANDARDIZED COMSEC CUSTODIAN

**SCOPE:** This is a 40 hour resident course providing functional training for ARNG Full-Time Unit Support (FTUS) assigned the duty of primary and alternate COMSEC custodians with Department of the Army (DA). Course is designed to train and certify individuals designated primary and alternate COMSEC custodians with Department of the Army (DA) policies and procedures for safeguarding, controlling, and accounting for Communication Security (COMSEC) material as outlined in Army Regulation (AR) 380-40, Technical Bulletin (TB) 380-41, DA Pam 25-380-2, and AR 25-12.

**PREREQUISITES:** Individual designated as a Primary COMSEC Account Custodian must be an Officer, Warrant Officer, Enlisted in the grade of E-6 or higher, or a Permanent Civilian in the Grade of GS-7 or higher. Individual designated as an Alternate COMSEC Account Custodian must be an Officer, Warrant Officer, Enlisted in the grade of E-5 or higher, or a Permanent Civilian in the Grade of GS-5 or higher

**PURPOSE:** This course is designed for ARNG/AGR Title 32 and/or Title 10 personnel, Technicians, US Army Active, and ARNG/AGR/DA Permanent Civilians who are designated primary and alternate COMSEC custodians with Department of the Army (DA).

**TARGET AUDIENCE:** NGB/ARNG/AGR Title 32 and/or Title 10 personnel, Technicians, US Army Active, and NGB/ARNG/AGR/DA Permanent Civilians.

**LENGTH:** 9 days

**SPECIAL INSTRUCTIONS:** Open to all members of DA by ATRRS regulation or approval process

**POC:** http://www.pec.ng.mil/Training/CourseInformation/124

# ITTC-001 (PHASE 1) CISCO ACADEMY

**SCOPE:** This is a 120 hour resident course providing functional training for ARNG FTUS Soldiers and civilians assigned to the additional duty of Network Technician or IT Instructor to provide support to increase IT/IA capability to the defense and maintenance of ARNG Enterprise Networks. Students learn to install and configure Cisco switches and routers in multiprotocol networks using local and wide-area networks (LANs and WANs), provide Level 1 troubleshooting service, and improve network performance and security. Curriculum prepares students for Cisco CCNA and Network+ certification exams.

**NOTE:** The publications listed above (or extracts thereof) will be provided by the training center for the duration of the associated course, and will remain the property of the training center at the conclusion of the course. In an effort to keep the curriculum current with the evolving technology, these references may be revised. Students choosing to do so may bring their own copy of these references for personal use.

**PREREQUISITES:** Basic computer skills and a basic understanding of networking.

**PURPOSE:** This course is phase 1 of a two phase course. It is designed to provide CISCO Network training for Soldiers and civilians in all ranks and classification of the Guard who work in an ARNG network enterprise operations or training environment as Full Time Support personnel. These work areas are not authorized a 25B, 53A, or 255A MOS by the Modified Table of Organization and Equipment (MTOE) so these functions are performed by full time unit support as an additional duty regardless of MOS or civilian career field. This course does not award MOS or AOC which is within the purview of Fort Gordon.

**TARGET AUDIENCE:** Primary audience is full-time personnel NGB/ARNG/ANG/AGR Title 32, Title 10, part-time personnel, Technicians, and NGB/ARNG/ANG/AGR/DA Permanent Civilians. Secondary audience is Division/Brigade/Battalion Signal or Intel Soldiers in charge of network configuration.

**LENGTH:** 3 weeks

**SPECIAL INSTRUCTIONS:** Priority to all members of NGB/ARNG/ANG; Compo 1 and 3 members approved by ATRRS regulation or approval process

**POC:** http://www.pec.ng.mil/Training/CourseInformation/296

# ITTC-001 (PHASE 2) CISCO ACADEMY

**SCOPE:** This is a 120 hour resident course providing functional training for ARNG FTUS Soldiers and civilians assigned to the additional duty of Network Technician or IT Instructor to provide support to increase IT/IA capability to the defense and maintenance of ARNG Enterprise Networks. Students learn to install and configure Cisco switches and routers in multiprotocol networks using local and wide-area networks (LANs and WANs), provide Level 1 troubleshooting service, and improve network performance and security. Curriculum prepares students for the Cisco CCNA and Network+ certification exam.

**PREREQUISITES:** Basic computer skills and a basic understanding of networking. Completion of Phase 1 is required.

**PURPOSE:** This course is phase 2 of a two phase course. It is designed to provide CISCO Network training for Soldiers, and civilians in all ranks and classification of the Guard who work in an ARNG network enterprise operations or training environment as Full Time Support personnel. These work areas are not authorized a 25B, 53A, or 255A MOS by the Modified Table of Organization and Equipment (MTOE) so these functions are performed by full time unit support as an additional duty regardless of MOS or civilian career field. This course does not award MOS or AOC which is within the purview of Fort Gordon.

**TARGET AUDIENCE:** Primary audience is full-time personnel NGB/ARNG/ANG/AGR Title 32, Title 10, part-time personnel, Technicians, and NGB/ARNG/ANG/AGR/DA Permanent Civilians. Secondary audience is Division/Brigade/Battalion signal or intell soldiers in charge of network configuration.

**LENGTH:** 3 weeks

**SPECIAL INSTRUCTIONS:** Priority to all members of NGB/ARNG/ANG; Compo 1 and 3 members approved by ATRRS regulation or approval process

**POC:** http://www.pec.ng.mil/Training/CourseInformation/295


# ITTC-002 ARNG ENTERPRISE VOICE OVER IP

**SCOPE:** This is an 80 hour resident course providing functional training for ARNG FTUS assigned the additional duty of an VoIP switching systems Administrator or operator. The student is introduced to Cisco's Unified Communications system and its components. Students gain an understanding of the challenges in addressing design, planning, and deployment practices, and will gain experience configuring and maintaining a Cisco Unified Communications Manager (CUCM) system in a multisite, converged voice and data network environment typical of an ARNG enterprise deployment.

**PREREQUISITES:** Course Prerequisite. ITTC-001 Phase 1 and 2 or active CCNA certification

**PURPOSE:** This ARNG specific course is a DoD-Specific, stand-alone, and addresses Post/Camp/Station operations. It addresses Enterprise-level Voice Network Configuration and Operation. It is applicable to the States and Territories full-time, day-to-day mission of providing critical command and control functions to their aligned headquarters and subordinate organizations via VoIP switching systems. Most Guard VoIP Administrators are military and technician jobs in the states vs. contracted positions at active component bases. Active duty courses that cover the concepts and technologies taught in this course are focused solely on the confines of tactical employment. This course does not award MOS or AOC which is within the purview of Fort Gordon.

**TARGET AUDIENCE:** Primary audience is full-time ARNG personnel Network Engineers, VoIP administrators, ARNG Network Techs GS 7-13, AGR Soldiers E5-E9/WO1-CW5/O1-O5. Secondary audience is Division/Brigade/Battalion Signal or Intel Soldiers responsible for VoIP operations.

**LENGTH:** 2 weeks

**SPECIAL INSTRUCTIONS:** Priority to all members of NGB/ARNG/ANG; Compo 1 and 3 members approved by ATRRS regulation or approval process

**POC:** http://www.pec.ng.mil/Training/CourseInformation/343

# ITTC-003 ARNG CISCO ASA FUNDAMENTALS

**SCOPE:** This is a 40 hour resident course providing functional training for ARNG Full-Time Unit Support (FTUS) assigned the additional duty of Network and Security Technical personnel responsible for security on an ARNG Enterprise network. Instruction will include preparing security systems for network connectivity; configuring protocol and application inspection, threat prevention features, VPN connectivity, redundancy features for security appliances; and maintaining security appliances.

**PREREQUISITES:** Students must meet one of the following criteria:
(1) Graduate of Cisco Academy Phase I (ITTC-001 (1)) and Cisco Academy Phase II
(ITTC-001 (2)) OR
(2) Possess a valid CCNA. (Student candidates who meet this criterion must contact the Course Manager and provide proof of current CCNA prior to enrollment.)  Waivers for prerequisites must be obtained from the instructor or course manager *PRIOR* to attendance. Waivers will be granted with either formal training or experience in the subject matter. For waivers or additional information contact the Course Manager at http://www. pec.ng.mil/Training/CourseInformation/769

**PURPOSE:** This specific course is designed for Network and Security Technical personnel in the ARNG responsible for security on an ARNG Enterprise protected network and work as Full Time Support personnel. Active Duty courses that cover these concepts and technologies are focused solely on the confines of tactical employment and do not a address the full-time, day-to-day mission requirements of the National Guard. This course does not award MOS or AOC which is within the purview of Fort Gordon.

**TARGET AUDIENCE:** Primary audience is full time ARNG/AGR Title 32 and/or Title 10 personnel, Technicians, and ARNG/AGR/DA Permanent Civilians. Secondary audience is Division/Brigade/Battalion Signal or Intel Soldiers in charge of  network security.

**LENGTH:** 1 week

**SPECIAL INSTRUCTIONS:** Priority to all members of NGB/ARNG/ANG; Compo 1 and 3 members approved by ATRRS regulation or approval process

**POC:**  http://www.pec.ng.mil/Training/CourseInformation/769


# ITTC-004 CISCO CERTIFIED NETWORK PROFESSIONAL (CCNP)

**SCOPE:** This is a 240 hour resident course providing functional training for ARNG Full-Time Unit Support who are assigned the duty of network, support or systems engineer personnel responsible for providing support and IT/IA capability to the defense and maintenance of ARNG Enterprise Networks. Course teaches students how to monitor and maintain complex, enterprise routed and switched IP networks. Students obtain the knowledge and skills needed to plan, implement, secure, maintain, and troubleshoot enterprise networks. Course also covers configuration of secure routing solutions to support branch offices and mobile workers, the secure integration of area networks, voice and video into campus networks, and the skills necessary in the planning and execution of regular network maintenance, as well as support and troubleshooting using technology based processes and best practices, based on industry recognized approaches.

**PREREQUISITES:** Completion of ITTC-001, Cisco Academy and at least one year of networking experience OR active CCNA certification. Waivers for prerequisites must be obtained from the instructor or course manager *PRIOR* to attendance. Waivers will be granted with either formal training or experience in the subject matter. For waivers or additional information contact the Course Manager at http://www.pec.ng.mil/Training/CourseInformation/1068

**PURPOSE:** This course is for individuals in the ARNG that have an enterprise role such as network technician, support engineer, systems engineer or network engineer. It provides a hands-on learning experience covering advanced routing, switching, and troubleshooting skills. This course provides the knowledge and skills preparation necessary for students to obtain their CCNP certification. This course does not award MOS or AOC which is within the purview of Fort Gordon.

**TARGET AUDIENCE:** Primary audience is full time ARNG Network and Security technicians, support, systems, and network engineers GS 7-13, AGR Soldiers E5-E9/WO1-CW5/O1-O5. Secondary audience is

Division/Brigade/Battalion Signal or Intel Soldiers in charge of network security and configuration.
**LENGTH:** 4 weeks
**SPECIAL INSTRUCTIONS:** Priority to all members of NGB/ARNG/ANG; Compo 1 and 3 members approved by ATRRS regulation or approval process
**POC:** http://www.pec.ng.mil/Training/CourseInformation/1068

# ITTC-005 ARNG WEB I: WEB CONTENT MANAGEMENT AND DESIGN

**SCOPE:** This is a 40 hour resident course providing functional training for ARNG Full-Time Unit Support who are assigned the duty of a Webmaster, Web Content Manager, or Web Designer. Students will learn the correct policies and procedures for maintaining a military web site. Students will also learn the basics of web development through the use of various modern web languages. Initially, students will use legacy HTML development methods and will advance to using a more modern HTML editor (Dreamweaver). Concepts and technologies in this course are taught as part of Active-Duty(AD) courses. AD courses are only available as a part of Tactical MOSQ training, which does not address training needs for newly assigned or hired ARNG personnel.
**PREREQUISITES:** Students attending this course need to acquire and have with them their username and password for https://iatraining.us.army.mil. This is needed to complete a requirement during the course. In addition, students should already be familiar with computers and understand the creating of files, file permissions and knowledge of filenames and paths. For additional information contact the Course Manager. See POC information below to contact Course Manager.
**PURPOSE:** This course is designed to addresses the basic knowledge and skill necessary to develop and publish web pages in a National Guard domestic or tactical environment. Systems Analyst grades GS7-11, AGR Soldiers E6 – E9 and O1/WO1 – O5/CW4 learn the correct way for maintaining a military web site according to ARNG policies and procedures. The course is also part of World Class Cyber Operations (WCCO) curriculum for CND Teams. This course does not award MOS or AOC which is within the purview of Fort Gordon.
**TARGET AUDIENCE:** Primary audience is full time ARNG individuals assigned to DOIMs, DPIs, or J6s as a Webmaster, Web Content Manager, or Web Designer. Secondary audience is Division/Brigade/Battalion Signal or Intel Soldiers in charge of tactical websites.
**LENGTH:** 1 week
**SPECIAL INSTRUCTIONS:** Priority to all members of NGB/ARNG/ANG; Compo 1 and 3 members approved by ATRRS regulation or approval process
**POC:** http://www.pec.ng.mil/Training/CourseInformation/119

# ITTC-006 ARNG WEB III: WEB APPLICATION DEVELOPMENT

**SCOPE:** This is an 80 hour resident course providing functional training for ARNG Full-Time Unit Support who are assigned the duty of a Knowledge Managers, Webmaster, or Web Content Manager. Students learn to create and modify web applications, interact with external data sources and integrate those with existing or new applications, and create feasibility studies to determine reasonable solutions to user application needs. Concepts and technologies in this course are taught as part of Active-Duty(AD) courses. Additionally, AD courses only available as a part of Tactical MOSQ training, which does not address training needs for newly assigned or hired personnel.
**NOTE:** Students must possess the skills and knowledge necessary for simple day-to-day administration (i.e. helpdesk) in a Windows 2008 environment. These include Administrative Tools; Windows 2008 Network Overview; NTFS and Share Permissions; User and Group Creation, Options, and Management; Maintaining Printing, Device Drivers, Disks, and Data Storage.
It is also recommended that students complete the following (or course similar):
(1)  Skillport Course 78978_ENG, Getting Started with Programming.
(2)  Skillport Course 78995_ENG, Designing Programs.

(3) A self study into basic JavaScript (syntax and structure).

**PREREQUISITES:**

(1) Web I: Web Content Management and Design (ITTC-005).

(2) Web II: Web Server Administration (ITTC-010).

(3) Oracle SQL I (ITTC-066). Students must possess the skills and knowledge necessary for simple day-to-day administration (i.e. helpdesk) in a Windows 2008 environment. These include Administrative Tools; Windows 2008 Network Overview; NTFS and Share Permissions; User and Group Creation, Options, and Management; Maintaining Printing, Device Drivers, Disks, and Data Storage. Waivers may be granted with either formal training or experience in the subject matter. Waivers must be obtained from the instructor or course manager *PRIOR* to attendance.

**PURPOSE:** This advanced Web course is designed to provide ARNG Knowledge Managers and Web Designers of ARNG web environments the skill to create and modify web applications, and more advance usages of Web enabled applications that interact with external data sources existing or new applications. Course teaches analytical skills for NGB workforce to create feasibility studies and decision support solutions for leadership. Course also required as part of (WCCO) curriculum for CND-Teams. This course does not award MOS or AOC which is within the purview of Fort Gordon.

**TARGET AUDIENCE:** Primary audience is full-time ARNG Web Developers, Programmers, Program Analysts, and Software Engineers grades GS7-11, AGR Soldiers E6–E9 and O1/WO1–O5/CW4. Secondary audience is Division/Brigade/Battalion Signal or Intel Soldiers in charge of tactical web servers.

**LENGTH:** 2 weeks

**SPECIAL INSTRUCTIONS:** Priority to all members of NGB/ARNG/ANG; Compo 1 and 3 members approved by ATRRS regulation or approval process

**POC:**  http://www.pec.ng.mil/Training/CourseInformation/265

# ITTC-007 ARNG MICROSOFT SERVER ADMINISTRATION

**SCOPE:** This is an 120 hour resident course providing functional training for ARNG Full-Time Unit Support who are assigned the duty of system or server administrator. Course prepares a student to complete the Microsoft Certified Solutions Associate: Windows Server 2008 certification, as well as being a more efficient and competent server administrator in the National Guard / DoD environment. It covers System and Printer Deployment, Management Tools; User Account Creation and Management; System Maintenance; Troubleshooting and Resolving Common Network Issues; Server Planning & Deployment; Group Policy Administration; Advanced Active Directory; Managing Organizational Applications. AD courses are only available as a part of Tactical MOSQ training, which does not  address training needs for newly assigned or hired ARNG personnel.

**SPECIAL NOTES:**

- These are intensive classes requiring the full attention of the student, as well as having at least 1 hour of homework and reading per evening. Students should be prepared for this schedule. Students pursuing the MCSA certification should be prepared to spend an average of 2 additional hours per evening in test preparation.

- Each student must provide their own laptop with administrative or power user rights to it. A small removable drive and an Ethernet cable are also recommended.

- If possible, the students should have a Safari Books Online account, which can be obtained by registering with any .mil address at:  http://techbus.safaribookonline.com/?uicode=dodarmy .

- During the course, students will be given the opportunity to complete the Windows Server 2008 Active Directory, Configuring (640) examination; Windows Server 2008 Network Infrastructure, Configuring (642) examination; and Windows Server 2008 Network Infrastructure, Server Administrator (646) examination. One of the three exams will be administered on a Saturday. Vouchers can be purchases during the class through our Microsoft Academy program at a substantial discount.

- Vouchers for the tests will be purchased on-site through the Prometric Testing Administrator. The estimated cost of the vouchers is $75 for each voucher.- If you need more information on obtaining vouchers contact the course manager at http://www.pec.ng.mil/Training/CourseInformation/266

Pre-reading: Students should read Microsoft Windows Server Administration: Essentials (ISBN 978-1-118-01686-2) which is available on Safari Books Online at http://techbus.safaribooksonline.com/book/operating-systems-and-server-administration/microsoft-server-server/9781118148693.

**PREREQUISITES:** Required:
- CompTIA Security+ certification
- Complete the Army e-Learning Skillport course for the following:
    - 70-640-TS: Windows Server 2008 Active Directory, Configuring
    - 70-642 TS: Windows Server 2008 Network Infrastructure, Configuring
    - 70-646 PRO: Windows Server 2008, Server Administrator

Waivers for prerequisites must be obtained from the course manager *PRIOR* to attendance. Waivers will be granted for either formal training or experience in the subject matter. For waivers or additional information contact the Course Manager at http://www.pec.ng.mil/Training/CourseInformation/266

**PURPOSE:** This course is designed to provide ARNG System Administrators GS grades GS7-13, AGR Soldiers E6-E9 and O1/WO1-O5/CW4 the knowledge, skills, and techniques to perform basic server administrator, help desk, or direct client support specialist duties. Course is applicable to States and Territories full-time, day-to-day mission of providing critical command and control functions to their aligned headquarters and subordinate organizations. This course does not award MOS or AOC which is within the purview of Fort Gordon.

**TARGET AUDIENCE:** Primary audience is full-time ARNG System Administrators GS grades GS7-13, AGR Soldiers E6-E9 and O1/WO1-05/CW4. Secondary audience is Division/Brigade/Battalion Signal or Intel Soldiers who manage tactical Microsoft Servers.

**LENGTH:** 3 weeks

**SPECIAL INSTRUCTIONS:** Priority to all members of NGB/ARNG/ANG; Compo 1 and 3 members approved by ATRRS regulation or approval process

**POC:** http://www.pec.ng.mil/Training/CourseInformation/266

# ITTC-010 ARNG WEB II: WEB SERVER ADMINISTRATION

**SCOPE:** This is a 40 hour resident course providing functional training for ARNG Full-Time Unit Support (FTUS) assigned the duty of Web Masters/Administrators and Systems Administrators. Course teaches how to install and maintain a web server, support web applications, and isolate features and functions to reduce vulnerabilities and exposure. Students learn to react to server activity (logs and events), to prevent or correct server errors. AD courses are only available as a part of Tactical MOSQ training, which does not address training needs for newly assigned or hired ARNG personnel.

**PREREQUISITES:** Students must be a graduate of ARNG Web I: Web Content Management and Design (ITTC-005). Students must also possess the skills and knowledge necessary for simple day to day administration (i.e. helpdesk) in a Windows 2008 environment. Which include Administrative Tools; Windows 2008 Network Overview; NTFS and Share Permissions; User and Group Creation, Options, and Management; Maintaining Printing, Device Drivers, Disks, and Data Storage. Waivers may be granted with either formal training or experience in the subject matter. Waivers must be obtained from the instructor or course manager *PRIOR* to attendance. For waivers or additional information contact the Course Manager at http://www.pec.ng.mil/Training/CourseInformation/335

**PURPOSE:** This course is designed to teach ARNG Web Masters/Administrators and Systems Administrators GS grades GS7-13, AGR Soldiers E6 – E9 and O1/WO1 – O5/CW4 server security IAW the ARNG web server Secure Technical Implementation Guides (STIG) and how to manage permissions and access to ARNG web sites and servers to secure NGB information. This course does not award MOS or AOC which is within the purview of Fort Gordon.

**TARGET AUDIENCE:** Primary audience is full-time ARNG personnel serving as Web Server Administrators and those who intend on becoming Web Developers. Secondary audience is Division/Brigade/Battalion Signal or Intel Soldiers in charge of  tactical websites.

**LENGTH:** 1 week

**SPECIAL INSTRUCTIONS:** Priority to all members of NGB/ARNG/ANG; Compo 1 and 3 members approved by ATRRS regulation or approval process

**POC:** http://www.pec.ng.mil/Training/CourseInformation/335

# ITTC-012 ARNG SHAREPOINT SITE OWNER

**SCOPE:** This is a 40 hour resident course providing functional training for ARNG Full-Time Unit Support (FTUS) assigned the duty of Web Masters or web site owners. This course teaches ARNG unit site owners to create sites and lists that assist with command and control of information security that allows units and groups to disseminate information for use and consumption at an operational level or strategic level in a secure IA environment.
**PREREQUISITES:** None.
**PURPOSE:** This course is designed to provide ARNG Systems Analyst grades GS7-11, AGR Soldiers E6-E9 and O1/W01-05/CW4 who work at the DOIM or State JFHQ level as Full Time Support personnel in an ARNG Network Enterprise environment as the site owner for web content. Students learn the skills and knowledge to manage Microsoft SharePoint site pages in an ARNG Enterprise Web Environment. Course teaches website synchronization rules between Guard Net XXI and the States. This provides information operations and OPSEC for any entity using SharePoint as an information dissemination device. This course does not award MOS or AOC which is within the purview of Fort Gordon.
**TARGET AUDIENCE:** Primary audience is full-time ARNG personnel serving as site owner (power user) of a Share-Point site and site collections. Secondary audience is Division/Brigade/Battalion Signal or Intel Soldiers in charge of tactical websites content on a Share Point site.
**LENGTH:** 1 week
**SPECIAL INSTRUCTIONS:** Priority to all members of NGB/ARNG/ANG; Compo 1 and 3 members approved by ATRRS regulation or approval process
**POC:** http://www.pec.ng.mil/Training/CourseInformation/1069

# ITTC-019 ARNG DESKTOP SUPPORT TECHNICIAN COURSE

**SCOPE:** This is an 80 hour resident course providing functional training for ARNG Full-Time Unit Support (FTUS) assigned the duty of LAN/WAN Helpdesk technicians. This is the only course available that directly addresses the needs of Enterprise helpdesk personnel relative to the operation, maintenance, and troubleshooting of computer systems in the Army National Guard Environment. This is applicable to every State and Territory's full-time, day-to-day mission providing critical command, control and security functions to their aligned headquarters and subordinate organizations.
**PREREQUISITES:** None.
**PURPOSE:** This course is critical to readiness in the ARNG by providing ARNG Network Techs GS grades GS7-13, AGR Soldiers E6 – E9 and O1/WO1 – O5/CW4 the knowledge to emulate, as much as possible in a training environment, the tasks, procedures, and steps a IT/IA technician would carry out in an ARNG Helpdesk environment. This course does not award MOS or AOC which is within the purview of Fort Gordon.
**TARGET AUDIENCE:** Individuals that are assigned the duties of a desktop technician, helpdesk personnel and their supervisors. Secondary audience is Division/Brigade/Battalion Signal or Intel Soldiers who function as a 25B or 35B in a tactical network environment.
**LENGTH:** 2 Week
**SPECIAL INSTRUCTIONS:** Priority to all members of NGB/ARNG/ANG; Compo 1 and 3 members approved by ATRRS regulation or approval process
**POC:** http://www.pec.ng.mil/Training/CourseInformation/1070

# ITTC-025 VMWARE ACADEMY

**SCOPE:** This is an 80 hour resident course providing functional training for ARNG Full-Time Unit Support (FTUS) assigned the duty of deployment of VMware technology and managing virtual machines. Course addresses the creation, configuration, maintenance, and security of VMware-based virtualized infrastructures applicable to the

States' and Territories' full-time, day-to-day mission of providing critical capabilities to their aligned headquarters and subordinate organizations.

**PREREQUISITES:** This is a fast-paced, intensive course incorporating skills from every field in the IT world and which relies on a student's prior knowledge of multiple domains in the IT field. Students should have certification, course completion, or deep experience in at least one of the following fields: Networking (CCNA), Microsoft Server technologies (MCSE/MCSA/MCITP), Virtualization, Storage, Unix, Security (CISSP), or Database Administration. A student without a thorough understanding of a minimum of one of these fields will be at a severe disadvantage both in synthesizing the courseware into the daily operational environment and in completion of the VCP certification

**PURPOSE:** This course is designed to provide ARNG specific virtualized training to Network and Security Technical personnel who work in a State/NGB DOIM or Division/Brigade Network Operations on a NGB sponsored protected network. Course is required for IAT Levels I – II and IAM Level I IAW DoD 8570.01M and AR 25-2. This course is the only VMware IT Academy available inside the DOD. Current AD courses focus solely on VMware technologies as a component of a tactical solution. This course does not award MOS or AOC which is within the purview of Fort Gordon. This is a commercial course offered by PEC.

**TARGET AUDIENCE:** Primary audience is full-time ARNG System administrators and system integrators are responsible for scaling their organizations deployment of VMware technology and managing virtual machines. Secondary audience is Division/Brigade/Battalion Signal or Intel Soldiers who function as a 25B or 35B in a tactical network environment.

**LENGTH:** 2 weeks

**SPECIAL INSTRUCTIONS:** Priority to all members of NGB/ARNG/ANG; Compo 1 and 3 members approved by ATRRS regulation or approval process

**POC:** http://www.pec.ng.mil/Training/CourseInformation/834

# ITTC-030 ARNG IT PROJECT MANAGEMENT

**SCOPE:** This is a 40 hour resident course providing functional training for ARNG Full-Time Unit Support (FTUS) assigned the duty of Project Manager of an IT/IA initiative for an ARNG National, State, or Military area agency. Students learn to lead project teams and develop tools that enable them to write clear objectives and balance project budgets to completion. Applicable to the States' and Territories' full-time, day-to-day mission of providing critical capabilities to their aligned headquarters and subordinate organizations.

**PREREQUISITES:** None.

**PURPOSE:** This course is designed to provide training for ARNG Project Managers, Software Engineers and ARNG IT personnel who manage IT projects for ARNG National, State, or Military area agencies. Course teaches the Project Management skill set providing better resource and fiscal management in the IT/IA equipment and sourcing requirements of the National Guard. This course does not award MOS or AOC which is within the purview of Fort Gordon. This is a commercial course taught at PEC.

**TARGET AUDIENCE:** Primary audience is full-time ARNG personnel who need to master skills such as planning, scheduling, and controlling IT projects, managing interfaces with users and developers, balancing developing needs with system maintenance. Secondary audience is Division/Brigade/Battalion Signal or Intel Soldiers who function as a 25B or 35B in an peace time operational environment.

**LENGTH:** 1 week

**SPECIAL INSTRUCTIONS:** Priority to all members of NGB/ARNG/ANG; Compo 1 and 3 members approved by ATRRS regulation or approval process

**POC:** http://www.pec.ng.mil/Training/CourseInformation/966

# ITTC-035 ARNG DIACAP COURSE

**SCOPE:** This is a 40 hour resident course providing functional training for ARNG Full-Time Unit Support (FTUS) assigned the duty of implementing and execution of the Defense Information Assurance Certification and Accreditation Program (DIACAP). This course provides a basic understanding of the DIACAP. It looks at the

requirements, documentation, and processes required for DIACAP. Some of the topics covered are the DIACAP System Identification Profile (SIP), the DIACAP Implementation Plan (DIP) and the Plan of Actions and Milestones (POA&M). This course goes through the process for submitting packages for DIACAP approval on all the different networks and systems within the state.

**PREREQUISITES:** None.

**PURPOSE:** This course is designed for ARNG Network and System Managers and ARNG IT personnel in all grades/status. It provides training for IT professionals of the ARNG charged with the task of accreditation and certification of ARNG systems that require access to the DoD/ARNG network enterprise environment. This course does not award MOS or AOC which is within the purview of Fort Gordon.

**TARGET AUDIENCE:** Primary audience is full-time ARNG IT/IA Managers assigned the DIACAP duties of building the necessary documentation for certification and accreditation. Secondary audience is Division/Brigade/Battalion Signal or Intel Soldiers assigned the DIACAP duties in an operational environment.

**LENGTH:** 4 days

**SPECIAL INSTRUCTIONS:** Priority to all members of NGB/ARNG/ANG; Compo 1 and 3 members approved by ATRRS regulation or approval process

**POC:** http://www.pec.ng.mil/Training/CourseInformation/1071

# ITTC-040 ARNG ORACLE DBA I

**SCOPE:** This is an 80 hour resident course providing functional training for ARNG Full-Time Unit Support (FTUS) assigned the duty of Database Administrators, Backup DBA's and Developers. This course addresses Enterprise-level Oracle Database Operation and administration in a state fiscal support role. No other training exists that is DoD-Specific and addresses SIDPERS, AFCOS, STANFINS and operational activity that Guard units use.

**PREREQUISITES:** Students must be a graduate of ITTC-066, ARNG Oracle SQL I and ITTC-043, ARNG HP-Unix System Administration.

**PURPOSE:** This course is designed to provide ARNG specific Oracle Database training for Database Administrators, Backup DBA's and Developers, ARNG Tech GS grades GS7-13, AGR Soldiers E4 – E9 and O1/WO1 – O5/CW4 who work at the United States Property & Fiscal Office (USP&FO) data processing sections to provide critical data management capability to National Guard federal and state accounting agencies. It is applicable to the States and Territories full-time, day-to-day mission of providing critical command and control functions for Human Resources, Accounting and Payroll applications using the Oracle Database that is aligned with headquarters and subordinate organizations. This course does not award MOS or AOC which is within the purview of Fort Gordon.

**TARGET AUDIENCE:** Primary audience is full-time ARNG personnel serving as Data Base Administrators and Data Base Developers working in NG USP&FO DPI sections. Secondary audience is Division/Brigade/Battalion Signal or Intel Soldiers who function as a 25B or 35B in a tactical network environment. The Director, Army National Guard determines this course to be mandatory training.

**LENGTH:** 2 weeks

**SPECIAL INSTRUCTIONS:** Priority to all members of NGB/ARNG/ANG; Compo 1 and 3 members approved by ATRRS regulation or approval process

**POC:** http://www.pec.ng.mil/Training/CourseInformation/98

# ITTC-043 ARNG HP UNIX SYSTEM ADMIN

**SCOPE:** This is an 80 hour resident course providing functional training for ARNG Full-Time Unit Support (FTUS) assigned the duty of ARNG System Administrators, DBAs, Operators and Programmers. This course addresses Enterprise-level HP UNIX Configuration and Operation. No other training exists that is DoD-Specific, stand-alone, and addresses Post/Camp/Station operations. Active Duty courses that cover the concepts and technologies taught in this course are focused solely on the confines of tactical employment.

**PREREQUISITES:** Students attending this course must understand Unix Fundamentals, basic networking,

and be familiar with vi Text editor. In order to ensure students meet these requirements they should complete the following Skillport courses before attending this course.

Overview    lu_unix_a01_it_enus

Shell Scripting Basics    lu_unix_a02_it_enus

Files and Directories    lu_unix_a03_it_enus

Security    lu_unix_a04_it_enus

Network Administration    lu_unix_a05_it_enus

**PURPOSE:** This course is designed to provide ARNG specific HP Unix training for ARNG System Administrators, DBAs, Operators and Programmers, ARNG System Administrators GS grades GS7-13, AGR Soldiers E6 – E9 and O1/WO1 – O5/CW4 who work at the United States Property & Fiscal Office (USP&FO) data processing sections to provide critical system management capability to National Guard federal and state accounting agencies. This course does not award MOS or AOC which is within the purview of Fort Gordon.

**TARGET AUDIENCE:** Primary audience is full-time ARNG personnel serving as Data Base Administrators and Data Base Developers working in ARNG USP&FO DPI sections. Secondary audience is Division/Brigade/Battalion Signal or Intel Soldiers who function  as a 25B or 35B in a tactical network environment. The Director, Army National Guard determines this course to be mandatory training.

**LENGTH:** 2 weeks

**SPECIAL INSTRUCTIONS:** Priority to all members of NGB/ARNG/ANG; Compo 1 and 3 members approved by ATRRS regulation or approval process

**POC:**  http://www.pec.ng.mil/Training/CourseInformation/23


# ITTC-056 ARNG ORACLE DBA II

**SCOPE:** This is a 40 hour resident course providing functional training for ARNG Full-Time Unit Support (FTUS) assigned the duty of Database Administrators, Backup DBA's and Developers. This course is applicable to the States and Territories full-time, day-to-day mission of providing critical command and control functions for Human Resources, Accounting and Payroll  applications using the Oracle Databases aligned with headquarters and subordinate organizations. No other training exists that is DoD-Specific and addresses SIDPERS, AFCOS, STANFINS and operational ARNG activities.

**NOTE:** The publications listed above will be provided by the training center for the duration of the associated course, and will remain the property of the training center at the conclusion of the course. In an effort to keep the curriculum current with the evolving technology, the reference may be revised. Students choosing to do so may bring their own copy of these references for personal use.

**PREREQUISITES:** ITTC-066, ARNG Oracle SQL I, ITTC-040, ARNG DBA I.

**PURPOSE:** This course  is designed to provide ARNG specific Oracle Database training for ARNG Database Administrators, Backup DBA's and Developers, ARNG Tech GS grades GS7-13, AGR Soldiers E4 – E9 and O1/WO1 – O5/CW4 who work at the United States Property & Fiscal Office (USP&FO) data processing sections to provide critical data management capability to National Guard federal and state accounting agencies. This course addresses Enterprise-level Oracle  Database Backup and Recovery and Standby Databases for COOP compliance. This course does not award MOS or AOC which is within the purview of Fort Gordon.

**TARGET AUDIENCE:** Primary audience is full-time ARNG personnel serving as Data Base Administrators and Data Base Developers working in ARNG USP&FO DPI administering the ORACLE 11g Database. Secondary audience is Division/Brigade/Battalion Signal or Intel Soldiers who function as a 25B or 35B in a tactical network environment.

**LENGTH:** 1 week

**SPECIAL INSTRUCTIONS:** Priority to all members of NGB/ARNG/ANG; Compo 1 and 3 members approved by ATRRS regulation or approval process

**POC:**  http://www.pec.ng.mil/Training/CourseInformation/16

# ITTC-063 ARNG DISTANCE LEARNING EQUIPMENT

**SCOPE:** This is a 40 hour resident course providing functional training for ARNG Full-Time Unit Support (FTUS) assigned the duty of Distributed Learning Site Managers/Facilitators. This course is designed to familiarize site managers/facilitators how to operate and manage a Distance Learning Program (DLP) classroom. This course will provide ground rules for use of Distance Learning facilities and equipment.
**PREREQUISITES:** N/A
**PURPOSE:** This course is designed to provide ARNG specific Distributed Learning training for ARNG Distributed Learning Site Managers/Facilitators who provide Distributed Learning to ARNG members in each of the 54 states and territories. This course does not award MOS or AOC which is within the purview of Fort Gordon.
**TARGET AUDIENCE:** Primary audience is full-time ARNG personnel serving at ARNG Distributed Learning Centers who perform duties as an ARNG Distance Learning Site Managers/Facilitators. Secondary audience is any Soldier providing DL services at the state or National level.
**LENGTH:** 1 week
**SPECIAL INSTRUCTIONS:** Priority to all members of NGB/ARNG/ANG; Compo 1 and 3 members approved by ATRRS regulation or approval process
**POC:** http://www.pec.ng.mil/Training/CourseInformation/6

# ITTC-065 ARNG SYSTEM CENTER CONFIGURATION MANAGER 2007

**SCOPE:** This is a 40 hour resident course providing functional training for ARNG Full-Time Unit Support (FTUS) assigned the duty of system administration or system configuration manager. Course is applicable to every state and territory's full-time, day-to-day mission providing critical command, control and security functions. It is designed to emulate the tasks, procedures, and steps, a configuration administrator would perform.
**PREREQUISITES:** None.
**PURPOSE:** This course is designed to provide ARNG specific system configuration management training for ARNG System Administration Personnel, ARNG Network Techs GS 7-13, AGR Soldiers E5-E9/WO1-CW5/O1-O5 who perform the tasks, procedures, and steps as a system administrator or configuration manager. This course addresses Enterprise-level Windows system configuration management relative to the ARNG. This course does not award MOS or AOC which is within the purview of Fort Gordon.
**TARGET AUDIENCE:** Primary audience is full-time ARNG personnel serving at a DOIM/DPI  responsible for the installation and support of network resources, including hardware and software.
**LENGTH:** 1 week
**SPECIAL INSTRUCTIONS:** Priority to all members of NGB/ARNG/ANG; Compo 1 and 3 members approved by ATRRS regulation or approval process
**POC:** http://www.pec.ng.mil/Training/CourseInformation/10

# ITTC-066 ARNG ORACLE SQL I

**SCOPE:** This is a 40 hour resident course providing functional training for ARNG Full-Time Unit Support (FTUS) assigned the duty of ARNG Database Administrators, Backup DBA's and Developers. This course is applicable to the States and Territories full-time, day-to-day mission of providing critical command and control functions for Human Resources, Accounting and Payroll applications using the Oracle Databases that are aligned with headquarters and subordinate organizations.
**PREREQUISITES:** None.
**PURPOSE:** This course is designed to provide ARNG specific IT training for ARNG Database Administrators, Backup DBA's and Developers, ARNG Tech GS grades GS7-13, AGR Soldiers E4 – E9 and O1/WO1 – O5/ CW4 IAW NGR 130-6 and AR 25-2. This course addresses Enterprise-level Oracle access to physical data in the SIDPERS, AFCOS, STANFINS applications. This course does not award MOS or AOC which is within the

purview of Fort Gordon.

**TARGET AUDIENCE:** Primary audience is full-time ARNG personnel serving as ARNG Database Administrators, Backup DBA's and Developers working in NG USP&FO DPI administering the ORACLE 11g Database. Secondary audience is Division/Brigade/Battalion signal or Intel Soldiers who function as a 25B or 35B in a tactical network environment.

**LENGTH:** 1 week

**SPECIAL INSTRUCTIONS:** Priority to all members of NGB/ARNG/ANG; Compo 1 and 3 members approved by ATRRS regulation or approval process

**POC:** http://www.pec.ng.mil/Training/CourseInformation/3


# ITTC-071 ARNG MICROSOFT DBA I

**SCOPE:** This is a 40 hour resident course providing functional training for ARNG Full-Time Unit Support (FTUS) assigned the duty of ARNG Database Administrators, Backup DBA's and Developers. This course is applicable to the states and territories full-time, day-to-day mission of providing critical command and control functions for Human Resources, Accounting and Payroll applications using the Oracle Databases that are aligned with headquarters and subordinate organizations.

**PREREQUISITES:** Students must be a graduate of Oracle SQL I (ITTC-066) or have SQL experience. Students with SQL experience and have not graduated from ITTC-066 must contact Course Manager to obtain a waiver. Waivers may be granted with either formal training or experience in the subject matter. Waivers for prerequisites must be obtained from the instructor or course manager *PRIOR* to attendance. Course Manager may be contacted at http://www.pec.ng.mil/Training/CourseInformation/15.

**PURPOSE:** This course is designed to provide ARNG specific IT training for ARNG Database Administrators, Backup DBA's and Developers, ARNG Tech GS grades GS7-13, AGR Soldiers E4 – E9 and O1/WO1 – O5/CW4. This course addresses Enterprise-level Microsoft SQL Server 2008 Database Operations and administration. This course does not award MOS or AOC which is within the purview of Fort Gordon.

**TARGET AUDIENCE:** Primary audience is full-time ARNG personnel serving as ARNG Database Administrators, Backup DBA's and Developers working in NG USP&FO DPI responsible for the installation and maintenance of Microsoft database servers. Secondary audience is Division/Brigade/Battalion signal or Intel Soldiers who function as a 25B or 35B in a tactical network environment.

**LENGTH:** 1 week

**SPECIAL INSTRUCTIONS:** Priority to all members of NGB/ARNG/ANG; Compo 1 and 3 members approved by ATRRS regulation or approval process

**POC:** http://www.pec.ng.mil/Training/CourseInformation/15


# 7E-F104/531-F57(CT)(RF)  SECURITY+

**SCOPE:** This is a 40 hour resident course providing functional training for ARNG Full-Time Unit Support (FTUS) assigned the duty of  IA technical level two security technician. Provides specific training in auditing, password maintenance and encryption, system scanning, remote access technologies, email security, internet security concepts, file transfer protocols, wireless technologies, firewalls, routers, switches, types of media, security topologies, intrusion detection, security baselines, application hardening, cryptographic algorithms, PKI, key management, physical security, disaster recovery, business continuity, security policies, incident response, privilege management, forensics, risk identification required by Department of Defense 8570.1-M.

**PREREQUISITES:**

(1). IASO course Management Level I (https://ia.signal.army.mil ) - estimated time: 2-3 working days. Using AKO or CAC logon, go to courses and click on the Information Assurance Security Officer (IASO) (Management Level 1) link.

(2) IA Technical Level I course (SkillPort> CIO G-6/NETCOM Information Assurance> Technical Level I Certification) - estimated time: 5-7 working days.

(3) E-learning Security + modules (SkillPort, CIO G6/NETCOM IA Phase I>SYO-101 Security+ ) - estimated time

3-4 working days.

(4) Working in an Information Assurance Technical Level I/II or Management Level I IA position and have appointment orders and/or a signed Privileged-Level Access Agreement (PAA). See Privileged -Level Access Agreement (PAA) Acceptable Use Policy (AUP) BBP for an example.

**PURPOSE:** This course is available to all Department of the Army (DA) personnel which includes DA civilian, government contractor, enlisted, officers, and warrant officers. Trains personnel for the IA technical level two Security+ certification, and in the practical application of network security techniques. The curriculum will provide instruction on the bodies of knowledge required to achieve Technical Level 2 Security+ certification.

**TARGET AUDIENCE:** Primary audience is Army personnel who have 3-7 years experience in IA technology or a related area or who have advanced experience in the computing environment and experience within a network environment.

**LENGTH:** 1 week

**SPECIAL INSTRUCTIONS:** Open to all members of DA by ATRRS regulation or approval process.

**POC:** http://www.pec.ng.mil/Training/CourseInformation/5


# ITTC-077 MGC50 TECHNICAL MAINTENANCE COURSE

**SCOPE:** This course is a five-day, instructor-led course covering system installation, configuration, operation, and maintenance of the Polycom MGC 25/50/100 and the connected Workstation. The curriculum is delivered in a combination of lecture and hands-on laboratory exercises. Instruction will include: functions of the audio, video, data, MUX processors and network interfaces; installing and configuring MGC hardware and software; installing and configuring workstation-MGC Manager; scheduling, monitoring, and controlling both an audio and a videoconference; the MGC architecture, major features, and build customer configurations; troubleshooting site connectivity problems; capturing and reading traces for conference diagnostics; obtaining site status information; and performing backups.

**PREREQUISITES:** None.

**PURPOSE:** This course is designed for ARNG Distance Learning (DL) State Managers, DL Coordinators and State Network Operation Center Technicians.

**TARGET AUDIENCE:** This course is designed for ARNG Distance Learning (DL) State Managers, DL Coordinators and State Network Operation Center Technicians.

**LENGTH:** 1 week

**SPECIAL INSTRUCTIONS:** Priority to all members of NGB/ARNG/ANG; Compo 1 and 3 members approved by ATRRS regulation or approval process

**POC:** http://www.pec.ng.mil/Training/CourseInformation/217


# ITTC-078 NETWORK + (IA LEVEL I)

**SCOPE:** This is a 40 hour resident course providing functional training for ARNG Full-Time Unit Support (FTUS) assigned the duty of IA Technology Level I network manager or system administrator IAW DoD 8570.01M and AR 25-2. Addresses the basic understanding of network technologies, installation and configuration, media and topologies, management, and security skills required across the National Guard. Course prepares students to take the N10-005 exam. AD courses only cover concepts and technologies taught in this course for MOS/Branch production.

**PREREQUISITES:**

(1) Information Assurance Fundamentals Training -
https://ia.signal.army.mil/IAF/default.asp IAW AR 25-2, 4-3(a) (5) (a).

(2) Army e-Learning Program - Network Plus modules (CIO-G6/NETCOM Information Assurance >> Baseline Certification Training>>CIO/G-6 NETCOM IA COMPTIA NETWORK+ 2009)

Waivers for prerequisites must be obtained from the instructor or course manager *PRIOR* to attendance. Waivers will be granted with either formal training or experience in the subject matter. For waivers or additional information contact the Course Manager. See Special Instructions below to contact Course Manager.

**PURPOSE:** This course is designed to provide ARNG specific IT training for Full Time, Title 32 AGR, or

Traditional Guardsmen, requiring elevated or administrative access to network or computer systems, in accordance with the Computing Environment Training/Certification requirements in DOD 8570.01M. Available to ARNG COMSEC, network administrators, network techs, help desk techs and IT cable installers GS 5-13, AGR Soldiers E3-E9/WO1-CW5/O1-O5. This course does not award MOS or AOC which is within the purview of Fort Gordon. PEC is the only training location offering this as a stand alone 1 week course to the National Guard. PPOM 13-021 makes this course a Centrally-Funded Full-Time Manning Training requirement.

**TARGET AUDIENCE:** Primary audience is full-time ARNG selected enlisted personnel, warrant officers, officers, government civilians and government supporting contractors who have duties as an Information Assurance Technology Level I network manager or system administrator.

**LENGTH:** 1 week

**SPECIAL INSTRUCTIONS:** Open to all members of DA by ATRRS regulation or approval process

**POC:** http://www.pec.ng.mil/Training/CourseInformation/344

# 7E-F103/531-F56 (CT)(RF) CISSP REVIEW

**SCOPE:** This is an 80 hour resident course providing functional training for ARNG Full-Time Unit Support (FTUS) assigned the duty of Network Enterprise managers. This security course covers the Common Body of Knowledge (CBK) 10 domains preparing the individual for duties as security professionals. The areas of CBKs covered are: Information Security Management, Security Architecture, Access Control Systems and Methodology, Applications and System Development, Operations Security, Cryptography, Physical Security, Telecommunication, Network, and Internet Security, Business Continuity Planning, Law, Investigations, and Ethics. At the conclusion of this course, students will be given the opportunity to complete the CISSP examination.

**PREREQUISITES:**
(1) (1). IASO course Management Level I (https://ia.signal.army.mil ) - estimated time: 2-3 working days. Using AKO or CAC logon, go to courses and click on the Information Assurance Security Officer (IASO) (Management Level 1) link.(2) IA Technical Level I course (SkillPort> CIO G-6/NETCOM Information Assurance> Technical Level I Certification) - estimated time: 5-7 working days. (3) E-learning - Certified Information Systems Security Professional (CISSP) modules (SkillPort, CIO G6/NETCOM IA Phase I> Certified Information Systems Security Professional (CISSP)) - estimated time: 3-5 working days. (4) Working in an Information Assurance Technical Level III or Management Level II/III IA position and have appointment orders and/or a signed Privileged-Level Access Agreement (PAA). See Privileged -Level Access Agreement (PAA) Acceptable Use Policy (AUP) BBP for an example.

**PURPOSE:** This course is designed for Information Assurance Technician Level III and Information Assurance Management Level II and III and is available to all Department of the Army (DA) personnel which includes DA civilian, government contractor, enlisted, officers, and warrant officers. This course does not award MOS or AOC which is within the purview of Fort Gordon.

**TARGET AUDIENCE:** National Guard personnel required by DoD Regulation 8570 to have Information Assurance Tech Level I certification.

**SPECIAL INSTRUCTIONS:** The CISSP certification exam is administered by the International Information Systems Security Certification Consortium, (ISC)2. Students must commit to the CISSP Code of Ethics, a set of guidelines to maintain professionalism in the field of information systems security. The CISSP Code of Ethics is available on the (ISC)2 website at www.isc2.org. The  Ft. Gordon training location will host the CISSP certification examination when the minimum of 12 reservations have been met. Testing information is maintained on the Information Security Website located at: ia.gordon.army.mil

This course is available to all Department of the Army (DA) personnel which includes DA civilian, government contractor, enlisted, officers, and warrant officers. Students enrolled in the course will wear appropriate attire while attending the class. Military will wear ACUs or the service equivalent. Civilians will wear appropriate attire (i.e. business casual).

**POC:** http://www.pec.ng.mil/Training/CourseInformation/333

# ITTC-081 ARNG A+ CERTIFICATION

**SCOPE:** This is a 40 hour resident course providing functional training for ARNG Full-Time Unit Support (FTUS) assigned the duty of IA Technology Level I network or help desk technician IAW DoD 8570.01M and AR 25-2. Course addresses the basic understanding of computer networking, operating systems and troubleshooting skills required across the National Guard and to prepare students for the CompTIA A+ Essentials certification exam. Students obtain the skills and knowledge necessary to install, upgrade, repair, configure, troubleshoot, and perform preventive maintenance on personal computer hardware and operating systems. Students are given the opportunity to complete the CompTIA A+ Exams 220-801 (A+ Essentials) and 220-802 (Practical Application).

**PREREQUISITES:** None.

**PURPOSE:** This course is designed to provide ARNG specific IT training for Full Time, Title 32 AGR, or Traditional Guardsmen, requiring elevated or administrative access to computer systems, in accordance with the Computing Environment Training/Certification requirements in DOD 8570.01M. Available to ARNG COMSEC, network administrators, network techs, help desk techs and IT cable installers GS 5-13, AGR Soldiers E3-E9/WO1-CW5/O1-O5. This course does not award MOS or AOC which is within the purview of Fort Gordon. PEC is the only training location offering this as a stand alone 1 week course. PPOM 13-021 makes this course a Centrally-Funded Full-Time Manning Training requirement.

**TARGET AUDIENCE:** Primary audience is full-time ARNG selected enlisted personnel, warrant officers, officers, government civilians and government supporting contractors who have duties as an Information Assurance Technology Level I technician.

**SPECIAL INFORMATION:** Certification Examination: The A+ Certification Examination will be held at PEC on the Saturday following the End Date of the class. If a student is required to take the exam, his/her unit will ensure that the travel order covers the exam date and the exam voucher is purchased in advance.

**LENGTH:** 1 week

**SPECIAL INSTRUCTIONS:** Priority to all members of NGB/ARNG/ANG; Compo 1 and 3 members approved by ATRRS regulation or approval process

**POC:**  http://www.pec.ng.mil/Training/CourseInformation/879


# ITTC-082 CERTIFIED ETHICAL HACKER (CEH) COURSE

**SCOPE:** This is an 80 hour resident course providing functional training for ARNG members assigned the duty on an ARNG CND, CST Teams, BCT/DIV NETOPS section. This class puts students into an interactive environment where they are shown how to scan, test, hack, and secure their own systems. The lab intensive environment gives each student in-depth knowledge and practical experience with  current security systems. Students begin by understanding how perimeter defenses work and then are lead in scanning and attacking their own networks, no real network is harmed. Students learn how intruders escalate privileges and what steps can be taken to secure a system.

**PREREQUISITES:** Must have successfully completed the Security+ and Network+ certifications. Waivers for prerequisites must be obtained from the course manager *PRIOR* to attendance. Waivers will be granted with either formal training or experience in the subject matter. For waivers or additional information contact the Course Manager through the form below.

**PURPOSE:** This course is designed to provide ARNG specific IT training for ARNG CND and CST Teams, BCT/DIV NETOPS Soldiers how to protect and defend the ARNG/NGB Enterprise network from attack. This course does not award MOS or AOC which is within the purview of Fort Gordon. PPOM 13-021 makes this course a Centrally-Funded Full-Time Manning Training requirement. This course teaches to one of the only certifications that meets the majority of DoD Directive 8570.1 requirements for CND members. Course is part of World Class Cyber Operations (WCCO) curriculum for CND Teams

**TARGET AUDIENCE:** Primary audience is ARNG Computer Network Defense and all IA professionals required to meet DOD 8570.1M requirements.

**LENGTH:** 2 weeks

**SPECIAL INSTRUCTIONS:** Priority to all members of NGB CND, CST, BCT NETOPS Teams, Cyber Wings, and Cyber Sqds; Compo 1 and 3 members approved by ATRRS regulation or approval process

**POC:**  http://www.pec.ng.mil/Training/CourseInformation/915

# 4C-F59/160-F39 LOCAL COMSEC MGT SW (LCMS) WKST OPERATOR COURSE

**SCOPE:** This is an 80 hour resident course providing functional training for ARNG members assigned the duty Instruction in Army Key Management System/Electronic Key Management System (AKMS/EKMS) architecture, Local COMSEC Management Software (LCMS), workstation hardware and related systems; system initialization and interface with other accounts; account for and manage COMSEC material; order, generate, and distribute traditional and modern keys; conduct inventories, destroy keys, and perform other accounting procedures; prepare and submit reports within the AKMS/EKMS hierarchy as outlined in Army Regulation (AR) 380-40, Technical Bulletin (TB) 380-41, DA Pam 25-380-2, and AR 25-12.
**PREREQUISITES:** There are no Prerequisites.
**PURPOSE:** To train those individuals that will be appointed as COMSEC Account Manager. This course is designed for ARNG/AGR Title 32 and/or Title 10 personnel, Technicians, US Army Active, and ARNG/AGR/DA Permanent Civilians. This course does not award MOS or AOC which is within the purview of Fort Gordon.
**TARGET AUDIENCE:** NGB/ARNG/AGR Title 32 and/or Title 10 personnel, Technicians, US Army Active, and NGB/ARNG/AGR/DA Permanent Civilians who serve as a COMSEC Account Manager and their assistants
**LENGTH:** 2 weeks
**SPECIAL INSTRUCTIONS:** Priority to all members of NGB/ARNG/ANG; Compo 1 and 3 members approved by ATRRS regulation or approval process. Registration is accomplished by contacting the account manager at the below address.
**POC:** http://www.pec.ng.mil/Conferences/Events

# ITTC-CCICC COMMAND COMSEC INSPECTOR CERTIFICATION COURSE

**SCOPE:** This is an 80 hour resident course providing functional training for ARNG members assigned the duty of Command COMSEC inspectors at Major Army Commands. Course is designed to train and certify individuals on procedures for conducting a Command Communications Security (COMSEC) inspection IAW the policy and procedures outlined in Army Regulation (AR) 380-40, Technical Bulletin (TB) 380-41, AR 380-5, AR 380-19, AR 25-12, DA Pam 25-380-2, and other regulations pertaining to COMSEC.
**PREREQUISITES:** Must be a successful graduate of both the Standardized COMSEC Custodian Course (SCCC) and the Local COMSEC Management Software Course (LCMS). Hold the rank/grade of E-6 Staff Sergeant and above or a civilian GS-09 and above or pay band equivalent. Contractors cannot attend this course.
**PURPOSE:** To train those individuals that will be appointed as Command COMSEC inspectors at Major Army Command. This course is designed for ARNG/AGR Title 32 and/or Title 10 personnel, Technicians, US Army Active, and ARNG/AGR/DA Permanent Civilians. This course does not award MOS or AOC which is within the purview of Fort Gordon.
**TARGET AUDIENCE:** NGB/ARNG/AGR Title 32 and/or Title 10 personnel, Technicians, US Army Active, and DA Permanent Civilians who have completed SCCC and LCMS and who hold the rank/grade of E-6 Staff Sergeant and above or a civilian GS-09 and above or pay band equivalent.
**LENGTH:** 2 weeks
**SPECIAL INSTRUCTIONS:** Priority to all members of NGB/ARNG/ANG; Compo 1 and 3 members approved by ATRRS regulation or approval process. Registration is accomplished through the PEC event website at the below URL.
**POC:** Course Manager (501) 212-4857

# ITTC-CNDC COMPUTER NETWORK DEFENSE COURSE

**SCOPE:** This course validates network protection skills for Information Assurance (IA) and Cyber Network Defense (CND) personnel. Utilizing the Army Guard Enhanced Network Training and Simulation (ARGENTS) cyber operations range students are exposed to numerous attacks (SANS Top 10 Security Risks). These scenarios are designed to teach students how to recognize, mitigate and report network attacks and vulnerabilities utilizing best business practices and defense in depth. The course begins with individual network familiarization using the Hands-On Training Simulator (HOTSIM); a scaled-down network using Cisco Firewall, Router and Switch and Microsoft Server 2003 along with Vista workstations. Students will progress through the HOTSIM environment and to a team Range; a complete network using Cisco Firewall, Router, Switch and Proxy Server and Microsoft Server 2003 along with Vista workstations. During the team training, students will man individual positions simulating a network operations center with each student rotating to the role as team chief.

For additional information contact the Course Manager. See Special Instructions below to contact Course Manager.

**PREREQUISITES:** Students must have successfully completed ITTC-073, Security + and one of the following:
1.Successfully completed ITTC-007 and ITTC-016 (System Administration I & II) or have equivalent experience.
2.Successfully completed ITTC-017 and ITTC-058 (LAN/WAN Manager I & II) or have equivalent experience.
Waivers for prerequisites must be obtained from the instructor or course manager *PRIOR* to attendance. Waivers will be granted with either formal training or experience in the subject matter. For waivers or additional information contact the Course Manager. See Special Instructions below to contact Course Manager.

**PURPOSE:** Train those individuals that will be appointed as part of the states Computer Network Defense Team

**TARGET AUDIENCE:** This course is designed for Information Assurance (IA) and Cyber Network Defense (CND) personnel or individuals who routinely work on National Guard networks and want "Hands-On" training on how to recognize, mitigate and report network attacks and vulnerabilities.

**LENGTH:** 2 weeks

**SPECIAL INSTRUCTIONS:** Priority to all members of NGB/ARNG/ANG; Compo 1 and 3 members approved by ATRRS regulation or approval process. Registration is accomplished through the PEC event website at the below URL.
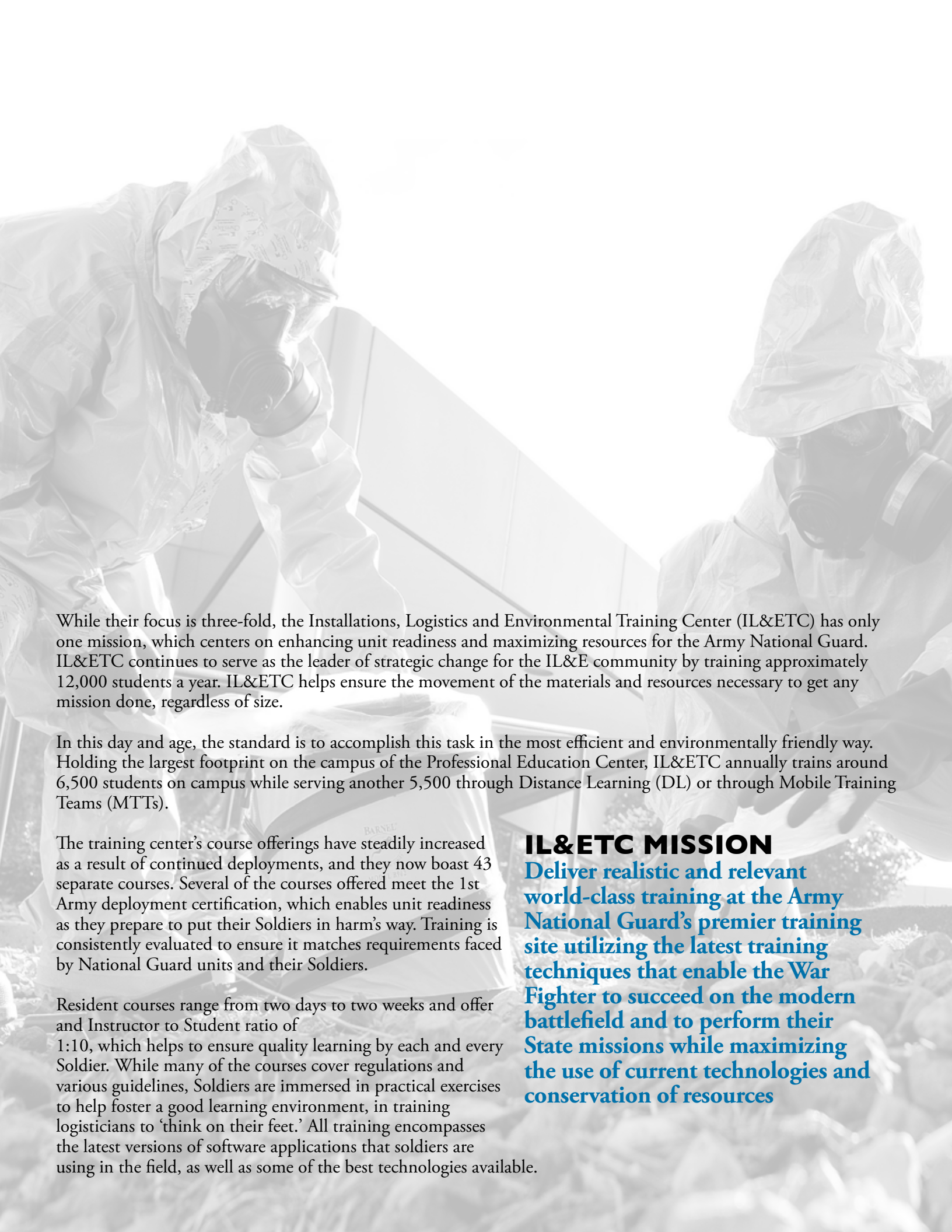
**POC:** http://www.pec.ng.mil/Conferences/Events

# IL&ETC

INSTALLATIONS, LOGISTICS & EVIRONMENTAL
TRAINING CENTER

PEC



| DIRECTOR | (501) 212-4717 |
| OPERATIONS | (501) 212-4615 |
| NCOIC | (501) 212-4823 |

While their focus is three-fold, the Installations, Logistics and Environmental Training Center (IL&ETC) has only one mission, which centers on enhancing unit readiness and maximizing resources for the Army National Guard. IL&ETC continues to serve as the leader of strategic change for the IL&E community by training approximately 12,000 students a year. IL&ETC helps ensure the movement of the materials and resources necessary to get any mission done, regardless of size.

In this day and age, the standard is to accomplish this task in the most efficient and environmentally friendly way. Holding the largest footprint on the campus of the Professional Education Center, IL&ETC annually trains around 6,500 students on campus while serving another 5,500 through Distance Learning (DL) or through Mobile Training Teams (MTTs).

The training center's course offerings have steadily increased as a result of continued deployments, and they now boast 43 separate courses. Several of the courses offered meet the 1st Army deployment certification, which enables unit readiness as they prepare to put their Soldiers in harm's way. Training is consistently evaluated to ensure it matches requirements faced by National Guard units and their Soldiers.

Resident courses range from two days to two weeks and offer and Instructor to Student ratio of 1:10, which helps to ensure quality learning by each and every Soldier. While many of the courses cover regulations and various guidelines, Soldiers are immersed in practical exercises to help foster a good learning environment, in training logisticians to 'think on their feet.' All training encompasses the latest versions of software applications that soldiers are using in the field, as well as some of the best technologies available.

## IL&ETC MISSION

Deliver realistic and relevant world-class training at the Army National Guard's premier training site utilizing the latest training techniques that enable the War Fighter to succeed on the modern battlefield and to perform their State missions while maximizing the use of current technologies and conservation of resources

# LTC-001 ARMY NATIONAL GUARD PROPERTY BOOK ACCOUNTING COURSE

**PURPOSE:** This ARNG Specific course is designed to train ARNG Property Book Officers, Team Chiefs, Property Book NCOs, Property Book Clerks and other ARNG personnel assigned to maintain property accountability and manage property book accounts for ARNG Table Distribution and Allowances (TDA) units, Modified Table of Organization and Equipment (MTOE) units and installations. This course does not award MOS or AOC like the active component school. The training is designed for ARNG personnel that occupy full-time positions for daily duties but assigned to other MTOE positions during drill.
**SCOPE:** This resident course provides Property Book Unit Supply Enhanced (PBUSE) training focusing on TDA/MTOE/installation with an overview of ARNG property management policies.
**PREREQUISITES:** Completion of Phase I LTC-027 is required. It is recommended that Students complete LTC-027 Unit Supply Personnel Course or be MOSQ in 92 series.
**TARGET AUDIENCE:** ARNG Officers, Enlisted, and Federal Technician, at the Property Book Level with responsibility to Maintain Property Accountability and Manage Property Book Accounts.
**LENGTH:** 2 Weeks
**POC:** Supply Course Manager NCO (501) 212-4766 or Supply Course Manager OIC (501) 212-4243

# LTC-006 ARMY NATIONAL GUARD FOOD OPERATIONS MANAGEMENT COURSE

**SCOPE:** This resident course provides functional training with a focus on Food Operations Management for ARNG units within a state which is not taught at any single AC course. The course focuses on all aspects of food operations management which is not taught at any single AC. The course includes Food Safety and Protection, AFMIS, Authorized Diners, Cash Collection, RCSS, CLRT, ISR,TAMMS, and SAMS-E.
**PREREQUISITES:** None
**PURPOSE:** This ARNG Specific course is designed to provide Food Service training to State Food Service NCOs/WOs, Food Advisors. The course is designed to train personnel assuming Food Service positions. This course does not award MOS or AOC like the active component school. The training is designed for ARNG personnel that occupy full-time positions for daily duties but assigned to other Modified Table of Organization and Equipment (MTOE) positions during drill.
**COURSE LENGTH:** 2 weeks
**TARGET AUDIENCE:** Students should be Food Service WO/NCO assigned to Battalion level or above; or personnel anticipating assignments as a food service manager/advisor within 6 months.
Any 92G's in a supervisory position
Secondary Target audience: Supply NCO's that handle subsistence on a regular basis.
**POC:** Supply Course Manager NCO (501) 212-4766 or Supply Course Manager OIC (501) 212-4243

# LTC-011 ARMY NATIONAL GUARD BASIC SAAS-MOD MANAGEMENT COURSE

**SCOPE:** This resident course provides functional training with a focus on USPFO/DOL Class V stock control and warehouse personnel working with SAAS-MOD and ARNG unit logistical operations.
**PREREQUISITES:** Course is limited to personnel in states or territories that manage Class V supply using the Standard Army Ammunition System Modernization (SAAS-MOD). The student must be an individual assigned, designated, or selected for assignment as a Class V material management branch clerk or their supervisor.

**PURPOSE:** This ARNG Specific course is designed to provide ammunition management training to State Ammunition NCOs/Officers, ASP personnel, and United States Property and Fiscal Office (USPFO) / State Director of Logistics (DOL) Class V stock control personnel. This course does not award MOS or AOC like the active component school. The training is designed for ARNG personnel that occupy full-time positions for daily duties but assigned to other Modified Table of Organization and Equipment (MTOE) positions during drill.

**COURSE LENGTH:** 2 weeks

**TARGET AUDIENCE:** Class V Manager and Supervisor at the state level and Standard Army Ammunition System (SAAS) Operators (Workstation Locations).

**POC:** Supply Course Manager NCO (501) 212-4766 or Supply Course Manager OIC (501) 212-4243

# LTC-012 HAZMAT TRAINING FOR NON-CERTIFYING OFFICIALS (DL)

**SCOPE:** This course is designed to meet the General Awareness, Familiarization, Safety, DOT Security and DOD Security training requirements. This training meets the training requirements IAW 49 CFR 172.704, 29 CFR 1910.120, 40 CFR 265.16 and DOD Regulation 4500.9R, Part II, Chapter 204, Para D.1.a., FORSCOM/ARNG Regulation 55-1, appendix K-4 and K-5 and The Army Driver and Operator Standardization Program (AR 600-55) Chapter 4-9. Function Specific training, although defined in this course, must be completed at home station IAW local SOP's.

**PREREQUISITES:** Though not required, this course is strongly recommended as a prerequisite course for the 80-hour "TECHNICAL TRANSPORTATION OF HAZARDOUS MATERIALS" course (AMMO-62).

**PURPOSE:** The purpose of this course is to meet the General Awareness, Familiarization, Safety, DOT Security and DOD Security training requirements.

**TARGET AUDIENCE:** Candidates selected should be performing work in some phase of transportation of hazardous materials. These include any functions or operations/duties performed in shipment planning, equipment selection and inspection, shipment receiving or release, documentation, driving or any other aspect of HAZMAT operations. This course is ideally suited for Military Driver HAZMAT Endorsement Requirements. THIS COURSE DOES NOT MEET THE TRAINING REQUIREMENTS FOR AMMUNITION HANDLING.

Personnel should have some basic familiarity with federal and military regulations pertaining to the transportation of hazardous materials.

**LENGTH:** 2 days, Available at: https://guardu.ellc.learn.army.mil

**POC:** Maintenance Course Mgr (501) 212-4666 or NCO Maintenance Course Mgrs (501) 212-4814, (501) 212-4247

# LTC-013 TECHNICAL SPEC BULK FUEL TRAN CERTIFYING (DL)

**SCOPE:** LTC-013 provides the student with the learning experience and a practical exercise. LTC-013X is the final exam. The course covers in detail all regulations governing transportation of bulk fuel by highway, utilizing military vehicles. The focus is identifying, marking, placarding and documentation of shipping fuel in bulk quantities. After completing this course, the student will be able to certify shipments of bulk quantities of fuel by highway within the United States for military use. Personnel should have some basic familiarity with federal and military regulations pertaining to the transportation of hazardous materials.

**PREREQUISITES:** Completion of HAZMAT Training For Non-Certifying Officials (LTC-012) is a prerequisite. The prerequisite course is available at https://guardu.ellc.learn.army.mil Fuel Handlers Certification Course/ 92F is recommended, but not required, prior to taking this course. This training provision does not apply to any mode of commercial transportation. Certification must be a written directive from the local commander or their designated representative, O-6 or above.

**PURPOSE:** The purpose of this course covers in detail all regulations governing transportation of bulk fuel by

highway, utilizing military vehicles.

**TARGET AUDIENCE:** Technical Specialist Bulk Fuel Transportation is designed specifically for those soldiers whose daily duties involve the loading/ unloading and transportation of bulk fuel as part of their daily responsibilities.

**LENGTH:** 2 days

**POC:** Maintenance Course Mgr (501)-212-4666 or NCO Maintenance Course Mgr (501) 212-4814, (501) 212-4247

# AMMO-62 TECHNICAL TRANSPORTATION OF HAZMAT (CERT)

**SCOPE:** This course provides personnel from all services detailed technical information pertaining to all phases of transportation for hazardous materials, and satisfies the mandatory training for persons who certify hazardous materials and conduct function-specific training for subordinate personnel as specified in the Defense Transportation Regulation (DOD4500.9-R).

**PREREQUISITES:** This course is considered to be certification training as mandated by Public Law and DoD 4500.9-R for those individuals required to sign hazardous material (HAZMAT) transportation documentation. Attendees should be personnel who perform duties in some phase of transportation of hazardous materials. These phases include any functions performed in shipment planning, equipment selection and inspection, shipment receiving or release, documentation, or any other aspect of traffic management. Certification is good for two (2) years. LTC-012 HAZMAT Training for Non- Certifying Officials (highly recommended)

**PURPOSE:** This course provides certification training as mandated by Public Law and DoD 4500.9-R for those individuals required to sign hazardous material (HAZMAT) transportation documentation. This course does not award MOS or AOC, but allows ARNG full-time personnel and part-time Soldiers to be able to perform their jobs and meet FORSCOM/ARNG 55-1 K-4.b and 3rd ARMY Requirements for Mobilization.

**TARGET AUDIENCE:** Candidates selected are performing work in some phase of transportation of hazardous materials. These include any functions or operations/duties performed in shipment planning, equipment selection and inspection, shipment receiving or release, documentation, or any other aspect of traffic management. Personnel should have some basic familiarity with federal and military regulations pertaining to the transportation of hazardous materials.

Special Information: Personnel who successfully complete this course may be appointed to certify hazardous material shipments by land, vessel, and both commercial and military air. Certification must be a written directive from the local commander. There will be four stand-alone examinations for the course. Students must pass each examination with a minimum score of 75%.

**LENGTH:** 2 weeks

**POC:** Senior Instructor Maintenance Mgr (501)-212-4666 or NCO Maintenance Course Mgrs (501) 212-4814, (501) 212-4247

# LTC-018 ARMY NATIONAL GUARD FMS TAMMS AND READINESS COURSE

**SCOPE:** This resident course provides functional training with focus on training using the current Sustainment Information System (SIS), shop stock management, Class IX requisitions and management, equipment management, maintenance requests, AdHoc reports, AMSS reporting, Army Maintenance Management Regulations, State Environmental Regulations, DA Pamphlets, NGB Policies, current maintenance issues, and general shop operations.

**PREREQUISITES:** Students must occupy a full-time position at an ARNG Maintenance shop, sub-shop, or have been selected to supervise an ARNG TDA maintenance activity.

**PURPOSE:** This ARNG Specific course is designed to provide full-time ARNG Production Control and other Maintenance Personnel the required initial and sustainment training for operations in ARNG Maintenance Shops.

This course applies to traditional guardsmen, maintenance managers, shop officers, shop supervisors, technicians, motor sergeants, supply technicians, and tool and parts attendants working in an FMS/UTES/MATES/CSMS maintenance shops dispersed throughout the states. This course does not award MOS or AOC like the active component school. The training is designed for ARNG personnel that occupy full-time positions for daily duties but assigned to other Modified Table of Organization and Equipment (MTOE) positions during drill.

**TARGET AUDIENCE:** Priority goes to students who occupy full-time positions at ARNG Maintenance Facilities to include: Maintenance Managers, Shop Officers, Maintenance Officers, Technicians, Motor Sergeants, Supply Technician, and Tool and Parts Attendants working in FMS/UTES/MATES/CSMS maintenance shops. Traditional guardsmen in maintenance positions can attend as space allows.

**LENGTH:** 2 weeks

**POC:** Senior Instructor Maintenance Mgr (501)-212-4666 or NCO Maintenance Course Mgrs (501) 212-4814, (501) 212-4247

# LTC-019 ARMY NATIONAL GUARD BATTALION SUPPLY COURSE

**SCOPE:** SThis ARNG specific course focuses on the Implementation of the Command Supply Discipline Program at the unit level to include Logistical Operations and inventory procedures. This ARNG Course will include ARIMS, Unit Status Report (USR), CIF-ISM, LIW, GFEBS, FMSWeb, SOP Development, OPORD review, Food Service Management, and the procedures used in completion of Financial Liability Investigation of Property Loss.

**PREREQUISITES:** Mandatory completion of LTC-027 Unit Supply Personnel Phase 1& 2.

**PURPOSE:** This ARNG specific course is designed to train personnel who have completed ARNG Unit Supply Course (LTC-027) and are assigned to full-time Battalion supply positions. This course emphasizes the Command Supply Discipline Program (CSDP) procedures and related tasks.

**TARGET AUDIENCE:** Personnel with assignment and/or responsibilities to conduct Battalion Supply operations. This is designated as mandatory training by the Director Army National Guard.

**LENGTH:** 2 weeks

**POC:** Supply Course Manager NCO (501)-212-4766 or Supply Course Manager OIC (501)-212-4243

# LTC-021 ARMY NATIONAL GUARD MAINTENANCE MANAGERS COURSE

**SCOPE:** This resident course provides the full-time State Maintenance Managers with the knowledge to utilize current regulatory guidance and Sustainment Information Systems (SIS) and MS Office automation software to perform their daily tasks. This course is scenario based. Tasks will cover all areas required to manage the state surface maintenance facilities.

**PREREQUISITES:** (Recommended) Individual should be assigned to the state surface maintenance office as the maintenance manager or the maintenance specialist. Students identified in the primary target audience must attend this training within six months of assignment.

1. Student is required to have a functional (AKO) Army Knowledge On-Line account.

2. Student is required to have a functional (GKO) Guard Knowledge On-Line account.

3. Access to the (LIW) Logistics Information Warehouse – must be done at least one month before course starts.

4. Contact information including Email and phone number for the student's home state Security Officer, Authorizing Official and Contracting Officer.

5. Home state level UIC and any specific UIC's to be managed.

Purpose: This ARNG specific course is designed to provide functional training for the maintenance manager, equipment specialist or the maintenance specialist who works in the state surface maintenance office. The position description is maintenance manager or maintenance specialist, GS-1601-09/11/12. This course does not award MOS or AOC like the active component school. The training is designed for ARNG personnel that occupy full-time positions for daily duties but assigned to other compatible Modified Table of Organization and Equipment (MTOE)

positions during drill.

**TARGET AUDIENCE:** Full-time Maintenance Managers, Equipment Specialists, and Shop Chiefs. This course satisfies a requirement of training to a specific position within the States.

**LENGTH:** 1 week

**POC:** Senior Instructor Maintenance Mgr (501)-212-4666 or NCO Maintenance Course Mgrs (501) 212-4814, (501) 212-4247

# LTC-026 ARMY NATIONAL GUARD CENTRAL ISSUE FACILITY-INST SUPPORT MODULE

**SCOPE:** This course is designed for ARNG personnel assigned to a Central Issue Facility at the state level. It is designed to provide students with a firm understanding of the CIF-ISM web-based application. Instruction include establishing accounts, processing PBO administrative actions, performing property book transactions, managing Organizational Clothing and Individual Equipment (OCIE) stock and records, and performing research within CIF-ISM. This course is not intended for unit supply personnel.

**PREREQUISITES:** none

**PURPOSE:** This ARNG Specific course is designed to provide ARNG CIF personnel at the state level with a working knowledge of the CIF-ISM program and applies to CIF Managers, CIF PBO's, CIF Supply Technicians, and CIF Wage Grade employees. Each ARNG State operates its own CIF and has unique ARNG different ways of doing business based on multiple customer locations, mobilization requirements, and state directives. This course does not award MOS or AOC like the active component school. The training is designed for ARNG personnel that occupy full-time positions for daily duties but assigned to other Modified Table of Organization and Equipment (MTOE) positions during drill.

**TARGET AUDIENCE:** CIF Management personnel. Secondary: CIF personnel. This course satisfies a requirement of training to a specific position within the States.

**COURSE LENGTH:** 1 Week

**POC:** Supply Course Manager NCO (501)-212-4766 or Supply Course Manager OIC (501)-212-4243

# LTC-027 ARMY NATIONAL GUARD UNIT SUPPLY PERSONNEL COURSE (PHASE I DL)

**SCOPE:** This course is designed to train unit level supply personnel how to be a supply sergeant. Some of the areas covered include Command Supply Discipline Program, authorization documents, hand-receipt and inventory control procedures, Financial Liability Investigations of Property Loss, individual and organization clothing procedures, physical security of arms, ammunition and explosives and in-depth hands on use of the Property Book Unit Supply Enhanced (PBUSE) system for the unit level side only.

**PREREQUISITES:** Basic computer skills. It is mandatory for the student to bring a copy of their Supply Course PH I certificate with them to PH II. The student will go to the following website and register for the course by clicking on  https://guardu.ellc.learn.army.mil

**PURPOSE:** This course is designed to provide functional training to unit level supply personnel in maintaining equipment accountability, the use of automated accountability procedures, and to gain an understanding of the Command Supply Discipline Program (CSDP). This course does not award MOS or AOC like the active component school. The training is designed for ARNG personnel that occupy full-time positions for daily duties.

**TARGET AUDIENCE:** Personnel with assignment and/or responsibilities to conduct unit supply operations. This course is for anyone responsible for Unit Supply, PBUSE operations, and involved in the property accountability process.

**LENGTH:** 2 days

**POC:** Supply Course Manager NCO (501)-212-4766 or Supply Course Manager OIC (501)-212-4243

# LTC-027(PHASE 2) ARMY NATIONAL GUARD UNIT SUPPLY PERSONNEL COURSE

**SCOPE:** Students will be provided training on the following tasks: Prepare DA Form 1687, Conduct Inventories, Determine if supplies and equipment are authorized, Manage Training Ammunition, Implement the Command Supply Discipline Program responsibilities of the Unit Supply NCO, and Initiate procedures to account for lost, damaged, or destroyed property. The course will provide unit level supply personnel with the knowledge to utilize current regulatory guidance and automation assets to perform functional tasks. This course trains personnel in unit supply operations; with emphasis in the areas of the Command Supply Discipline Program, authorization documents, hand-receipt and inventory control procedures, Relief of Responsibility, individual and organizational clothing procedures and an in depth hands on use of the PBUSE System to automate supply functions.
**PREREQUISITES:** Each student must complete phase 1 within 6 months and attend resident phase 2 course within 1 year of completion of phase 1.
**PURPOSE:** Train unit level personnel in maintaining equipment accountability at unit level, the use of automated accountability procedures, and to gain an understanding of the Command Supply Discipline Program.
**TARGET AUDIENCE:** Newly hired unit supply sergeants and others who lack the basic understanding of supply and property accountability at unit level. Anyone who is using PBUSE at the unit level of supply also needs this course.
**LENGTH:** 2 weeks
**POC:** Supply Course Manager NCO (501)-212-4766 or Supply Course Manager OIC (501)-212-4243

# LTC-032 ARMY NATIONAL GUARD ADVANCED PROPERTY MANAGEMENT COURSE

**SCOPE:** This course is designed to train property managers above battalion level to implement business processes designed to reduce excess, improve unit equipment on hand readiness, perform property book validations using PBUSE and Logistics Support Agency products, and unit equipment authorizations information.
**PREREQUISITES:**  Students are required to bring the following information:
1.      Student must have a current PBUSE log-on/user ID with permission to view your assets.
2.      Student must have a current Guard Knowledge On-Line (GKO) and Army Knowledge On-Line (AKO) log –on /user ID's.
3.      Student must have a current Logistics Information Warehouse log-on/user ID
4.      Students must bring their Common Access Card (CAC).
5.      Your state UIC/DODAAC list.
**PURPOSE:** This course is designed to provide functional training to property managers above battalion level to implement business processes designed to reduce excess, improve unit equipment on hand readiness, perform property book validations using Property Book Unit Supply Enhanced (PBUSE) system and Logistics Support Agency products, and unit equipment authorizations information. Student must be in a NCO, warrant officer, or officer position at or above battalion S-4 level and must work in a PBUSE environment. This course does not award MOS or AOC like the active component school. The training is designed for ARNG personnel that occupy full-time positions for daily duties but assigned to other compatible Modified Table of Organization and Equipment (MTOE) positions during drill.
**TARGET AUDIENCE:** This course is designed for the Property Manager, Logistics Management Specialist or the General Supply Specialist who works above Battalion S-4 Level. The position description is Property Manager or Supply Technician. Secondary: Battalion Supply Officers and NCOs. This course satisfies a requirement of training to a specific position within the States.
**LENGTH:** 1 week
**POC:** Supply Course Manager NCO (501)-212-4766 or Supply Course Manager OIC (501)-212-4243

# LTC-036 ARMY NATIONAL GUARD BATTLE COMMAND SUSTAINMENT SUPPORT SYSTEM (BCS3) – HOMELAND

**SCOPE:** This course is designed to train ARNG full-time personnel BCS3 for homeland defense and disaster relief support missions. This course provides position description specific information.
**PREREQUISITES:** Students should occupy a full-time position at an ARNG battalion staff or above and possess basic computer skills and knowledge, e.g. keyboard, mouse, navigation in a Windows environment, and experience with Internet Explorer.
**PURPOSE:** This course is designed to provide functional training on the Battle Command Sustainment Support System (BCS3); a logistics command and control system with applications for deployed units, homeland defense, and disaster relief support missions to full-time Guardsmen in Battalion/Brigade Staff logistical positions This course does not award MOS or AOC like the active component school. The training is designed for ARNG personnel that occupy a full-time position for daily duties but assigned to other compatible Modified Table of Organization and Equipment (MTOE) positions during drill.
**TARGET AUDIENCE:** This course is designed for full-time Guardsmen in Battalion/Brigade Staff Logistical positions.
**LENGTH:** 1 week
**POC:** Supply Course Manager NCO (501)-212-4766 or Supply Course Manager OIC (501)-212-4243

# LTC-037 ARMY NATIONAL GUARD RESET MANAGER COURSE

**SCOPE:** The purpose of this course is to provide the full-time Reset Managers with the knowledge and skills required to perform their job. Training will cover Projecting Reset Funding Requirements, Coordinating Reset Activities, Utilizing Web Based Logistics and Financial Tools. Training will cover all areas needed to manage a State Reset Program. This includes but is not limited to Reset Regulatory Guidance, tracking Reset equipment for redeploying units, tracking financial responsibilities and reports.
Prerequisites (Recommended)

1. Student is required to have a functional (AKO) Army Knowledge On-Line account.
2. Student is required to have a functional (GKO) Guard Knowledge On-Line account.
3. Access to the (LIW) Logistics Information Warehouse – must be done at least one month before   course starts.
4. Contact information including Email and phone number for the student's home state Security Officer,
Authorizing Official and Contracting Officer.
5. Home state level UIC and any specific UIC's to be managed.

**PURPOSE:** The Purpose of this course is to provide the full-time Reset Managers with the knowledge and skills required to perform their job.
**TARGET AUDIENCE:** Primary: Currently assigned/projected Reset Managers for a State or Territory.
Secondary: Currently assigned/projected Reset Team Members for a State or Territory
**LENGTH:** 3 days (possibly changing to 5 days)
**POC:** Maintenance Course Mgr (501)-212-4666 or NCO Maintenance Course Mgrs
(501) 212-4814, (501) 212-4247

# LTC-038 ARMY NATIONAL GUARD ARMY AUTOMATED RESET MANAGEMENT TOOL (ARMT)

**SCOPE:** The Purpose of this course is to provide the full-time RESET Maintenance Managers and ARMT users with the knowledge to utilize current regulatory guidance. This course is scenario based. Tasks will cover all areas needed to manage the RESET Project scope. These include but are not limited
to: a definition of what RESET encompasses, tracking RESET equipment for redeploying units, tracking financial

responsibilities and reports, and operating the Automated RESET Management Tool.
Prerequisites (Recommended)

    1. Student is required to have a functional (AKO) Army Knowledge On-Line account.

    2. Student is required to have a functional (GKO) Guard Knowledge On-Line account.

    3. Access to the (LIW) Logistics Information Warehouse – must be done at least one month before course starts.

    4. Contact information including Email and phone number for the student's home state Security Officer, Authorizing Official and Contracting Officer.

    5. Home state level UIC and any specific UIC's to be managed.

**PURPOSE:** The Purpose of this course is to provide RESET Maintenance Managers with the knowledge to utilize current regulatory guidance and navigate the ARMT.

**TARGET AUDIENCE:** This class is open to State and Unit RESET Managers to include PBO and Unit Supply personnel. This class is also open to those deploying personnel who will be assigned as Reset Managers or ARMT users.

**LENGTH:** 3 days

**POC:** Maintenance Course Mgr (501)-212-4666 or NCO Maintenance Course Mgrs
(501) 212-4814, (501) 212-4247

# LTC-040 ARMY NATIONAL GUARD ULLS-A (E) PRODUCTION CONTROL/QUALITY CONTROL COURSE

**SCOPE:** Students will be provided hands-on, scenario-based training for utilizing the ULLS-A(E) applications that include Aircraft Logbook, Production Control, Quality Control, Back Shops, UCRI, Deployed Server, and Automated Phase Maintenance.

**PREREQUISITES:** Assigned or anticipate being assigned to a Production Control (PC) or Quality Control (QC) section in an Army National Guard aviation unit utilizing ULLS-A (E). Recommend students attending this course have active Logistics Information Warehouse (LIW), Guard Knowledge Online (GKO), and Guard University user accounts.

**PURPOSE:** This course provides functional and position training for ARNG personnel assigned to a Production Control (PC) or Quality Control (QC) shop in a National Guard Army Aviation Support Facility (AASF) or Theater Aviation Sustainment Maintenance Group (TASMG) using ULLS-A(E) to maintain aircraft readiness.

**TARGET AUDIENCE:** Primary audience: Personnel currently assigned to a Production Control (PC) or Quality Control (QC) section in an ARNG aviation unit utilizing the ULLS-A (E) computer system. Secondary audience: Personnel who anticipate being assigned to a Production Control (PC), Quality Control (QC), or SASMO/DBA section in a ARNG aviation unit utilizing ULLS-A (E). This course satisfies a requirement of training to a specific position within the States.

**LENGTH:** 2 weeks

**POC:** Maintenance Course Mgr (501)212-4666 or NCO Maintenance Course Mgrs
(501) 212-4814, (501) 212-4247

# LTC-041 ARMY NATIONAL GUARD ULLS-A (E) SASMO/DBA COURSE

**SCOPE:** Students will be provided hands-on training for the SASMO or DBA to complete a full installation of ULLS-A(E) for each system component, that includes Database Server, Migration Parser Server, Workstation, and Aircraft Logbook. Training will also include database maintenance tasks and use of Sustainment Support System for the Single Interface to the Field (S4IF) for the SASMO user.

**PREREQUISITES:** Assigned or anticipate being assigned to a SASMO/ULLS-A (E) DBA position in an Army National Guard aviation unit utilizing ULLS-A (E). Recommend students attending this course have active Sustainment Support System for the Single Interface to the Field (S4IF), Logistics Information Warehouse (LIW), Guard Knowledge Online (GKO), and Guard University user accounts.

**PURPOSE:** This course provides functional and position training for ARNG personnel assigned to a state Sustainment Automation Support Management Office (SASMO) or to an Army Aviation Support Facility (AASF) as a Database Administrator (DBA) that supports units utilizing ULLS-A(E). This course does not award MOS or AOC like the active component school. The training is designed for ARNG personnel that occupy full-time positions for daily duties but assigned to other compatible Modified Table of Organization and Equipment (MTOE) positions during drill.

**TARGET AUDIENCE:** Personnel currently assigned in a State SASMO or DBA position in an ARNG aviation unit utilizing the ULLS-A (E) computer system. This course satisfies a requirement of training to a specific position within the States.

**LENGTH:** 1 week

**POC:** Maintenance Course Mgr (501) 212-4666 or NCO Maintenance Course Mgrs (501) 212-4814, (501) 212-4247

# LTC-042 ARMY NATIONAL GUARD AVIATION MATERIAL MANAGEMENT/TECH SUPPLY COURSE

**SCOPE:** Students will be provided hands-on training, that includes: ULLS-A(E) Supply for the Supply Tech role, aviation material management programs, logistics internet resources, and an in-depth review of current supply policies specific to the Automated Logistics Specialist that manages CL IX(air)assets.

**PREREQUISITES:** Assigned or anticipate being assigned to a Tech Supply, Production Control, or Logistics and Maintenance Officer (LMO) position in an Army National Guard aviation unit utilizing ULLS-A (E). Recommend students attending this course have active Logistics Information Warehouse (LIW), Guard Knowledge Online (GKO), and Guard University user accounts.

**PURPOSE:** This course provides functional and position training for ARNG personnel assigned to a Class IX(air) Technical Supply section in a Army Aviation Support Facility (AASF) utilizing ULLS-A(E), or to a Theater Aviation Sustainment Maintenance Group (TASMG) responsible to comply with aviation material management programs to sustain the logistical support mission for Army aircraft. This course does not award MOS or AOC like the active component school. The training is designed for ARNG personnel that occupy full-time positions for daily duties but assigned to other compatible Modified Table of Organization and Equipment (MTOE) positions during drill.

**TARGET AUDIENCE:** Personnel currently assigned to an ARNG aviation unit utilizing the ULLS-A (E) computer system. This course satisfies a requirement of training to a specific position within the States.

**LENGTH:** 2 weeks

**POC:** Senior Instructor Maintenance Manager, (501) 212-4814, (501) 212-4247 or (501) 212-4666

# LTC-050 ARMY NATIONAL GUARD SARSS 1 OPERATOR COURSE

**SCOPE:** This course is designed to train material handlers at a USPFO warehouse supported by Standard Army Retail System (SARSS) level 1. This is an entry level course for warehouse personnel. Instruction emphasizes tasks routinely performed by a material handler in the SARSS environment. The student will learn SARSS-1 basic processes, inventory procedures, receipt, storage, issue procedures, storage of sensitive items and pilferable items, the use of Material Release Order Control (MROC) equipment and RFID tags.

**PREREQUISITES:** N/A

**PURPOSE:** This course is designed to provide functional training to full-time personnel at the United States Property and Fiscal Office (USPFO) warehouse level. The course provides personnel with the knowledge to utilize current regulatory guidance and automation assets to perform their tasks/job. The course is designed for all personnel assigned to an USPFO Warehouse, to include material handlers and supervisors. This course does not award MOS or AOC like the active component school. The training is designed for ARNG personnel that occupy full-time positions for daily duties but assigned to other compatible Modified Table of Organization and Equipment (MTOE) positions during drill.

**TARGET AUDIENCE:** All personnel assigned to a USPFO Warehouse, to include material handlers and supervisors. This course satisfies a requirement of training to a specific position within the States.
**LENGTH:** 2 weeks
**POC:** Supply Course Manager NCO (501)-212-4766 or Supply Course Manager OIC (501)-212-4243

# LTC-051 ARMY NATIONAL GUARD SARSS 1 SUPERVISOR COURSE

**SCOPE:** This course is designed to train emphasis of supply management principles to USPFO warehouse supervisors and senior warehouse personnel. The course focuses on the use of management tools within SARSS. It also includes a brief overview of how SARSS-2 impacts on SARSS-1 day-to-day operations.
**PREREQUISITES:** Student should have already attended SARSS 1 Operator course
**PURPOSE:** This course is designed to provide functional training to full-time personnel to include supervisors and senior personnel of United States Property and Fiscal Office (USPFO) warehouse supported by Standard Army Retail Supply System (SARSS) with the knowledge to utilize current regulatory guidance, management principles, and automation assets to perform their functional tasks. The target audience is USPFO warehouse supervisors and senior warehouse personnel. This course does not award MOS or AOC like the active component school. The training is designed for ARNG personnel that occupy full-time positions for daily duties but assigned to other compatible Modified Table of Organization and Equipment (MTOE) positions during drill.
**TARGET AUDIENCE:** USPFO warehouse supervisors and senior warehouse personnel. This course satisfies a requirement of training to a specific position within the States.
**LENGTH:** 1 week
**POC:** Supply Course Manager NCO (501)-212-4766 or Supply Course Manager OIC (501)-212-4243

# LTC-055 ARMY NATIONAL GUARD SUPPLY MANAGER COURSE

**SCOPE:** This course is designed to train Standard Army Retail Supply System (SARSS) management reports. Special attention will be given to velocity management, inventories, excess management, Transfer of Property System (TOPS), Command Logistics Review Team (CLRT) trends, special updates for classes of supply, and Internet resources for supply managers.
**PREREQUISITES:** None
**PURPOSE:** This course is designed to provide functional training to full-time Supply Managers with the knowledge to utilize current regulatory guidance, shared subject matter experts experiences along with automation asset capabilities to perform their functional tasks. Students include senior logistics personnel at Director of Logistics (DOL), United States Property and Fiscal Office (USPFO), and Installation Supply activities. This course does not award MOS or AOC like the active component school. The training is designed for ARNG personnel that occupy full-time positions for daily duties but assigned to other compatible Modified Table of Organization and Equipment (MTOE) positions during drill. The incumbent in this position may not have Logistics experience.
**TARGET AUDIENCE:** Primary: Senior Supervisory Logistics personnel in DCSLOG/G4 and USPFO activities. Secondary: Logistics personnel in DCSLOG/G4 and USPFO activities. This course satisfies a requirement of training to a specific position within the States.
**LENGTH:** 1 week
**POC:** Supply Course Manager NCO (501)-212-4766 or Supply Course Manager OIC (501)-212-4243

# LTC-072 ARMY NATIONAL GUARD SUPPORT MAINTENANCE SHOP-INSPECTION COURSE

**SCOPE:** This course is designed to emphasize hands-on training for critical tasks and responsibilities of the shop foreman; inspection section personnel involved in support maintenance shop operations. These tasks include: basic shop operations, maintenance record keeping, maintenance and operation of the SAMS-1E system, SM3 file transfer, NMP work, Sustainment Information System overview/interfaces and interface with tech supply, as well as establishing a technical library and selecting alternate sources of supply.

**PREREQUISITES:**
1. Student is required to have a functional (AKO) Army Knowledge On-Line account.
2. Student is required to have a functional (GKO) Guard Knowledge On-Line account.
3. Access to the (LIW) Logistics Information Warehouse – must be done at least one month before course starts.

**PURPOSE:** This course is designed to provide functional training to full-time ARNG maintenance personnel and inspectors from Table Distribution and Allowances (TDA) maintenance activities on the basics of support maintenance shop operations. Students includes personnel assigned as shop foreman and inspectors in TDA maintenance organizations or who anticipate assignment to such a position.

**TARGET AUDIENCE:** ARNG Surface Maintenance Mechanics, Work Leaders, and Inspectors from State TDA maintenance activities.

**LENGTH:** 1 week

**POC:** Senior Instructor Maintenance Mgr (501)-212-4666 or NCO Maintenance Course Mgrs (501) 212-4814, (501) 212-4247

# LTC-073 ARMY NATIONAL GUARD NATIONAL DEFENSE MOVEMENT OPERATIONS COURSE

**SCOPE:** This course is designed to enhance knowledge and job performance in movement mode management, force projection support, strategic lift, unit movement data updating and reporting, intermodal, graphical information system mapping, familiarization with Defense Transportation System software programs use and interface.

**PREREQUISITES:** None

**PURPOSE:** This course is designed to provide functional training to full-time state Movement Control Center support personnel with professional development tailored to the position description and the duties and responsibilities prescribed by regulation. Students include State JFHQ Defense Movement Coordinators (DMCs), Assistant Defense Movement Coordinators, Transportation Officers, Military Traffic Managers, and other individuals assigned within the DMC element. Division level movement officers may attend with concurrence of their Defense Movement Coordinator. This course does not award MOS or AOC like the active component school. The training is designed for ARNG personnel that occupy full-time positions for daily duties but assigned to other compatible Modified Table of Organization and Equipment (MTOE) positions during drill.

**TARGET AUDIENCE:** Students should be assigned to the Military Traffic Management section or State JFHQs Defense Movement Coordinator section or anticipate assignment with 90 days. Brigade or equivalent level command movement officers may attend with concurrence of their Defense Movement Coordinator.

**LENGTH:** 2 weeks

**POC:** Supply Course Manager NCO (501)-212-4766 or Supply Course Manager OIC (501)-212-4243

# LTC-074 ARMY NATIONAL GUARD MATERIAL READINESS COURSE

**SCOPE:** This course provides training for reporting Army material readiness within the unique ARNG State organizational structure. Students participate in several practical exercises, and intensive hands on training. This course teaches the readiness reporting process from the Unit to the FMS to LOGSA.

**PREREQUISITES:** Individual should be assigned to the surface maintenance manager's office as the equipment specialist or the supervisory equipment specialist. Students identified in the primary audience must attend this training within six months of assignment.

1. Student is required to have a functional Army Knowledge On-Line (AKO) account.
2. Student is required to have a functional Guard Knowledge On-Line (GKO) account.
3. Access to the Logistics Information Warehouse (LIW) – must be done at least one month before course starts.
4. Contact information including Email and phone number for the student's home state Security Officer, Authorizing Official.
5. Home state level UIC and any specific UIC's to be managed.

**PURPOSE:** This course is designed to provide functional training to full-time operators of the SMM SAMS-2E system, oversight of modification work orders, process improvement plans, new equipment fielding plans, interface with Logistics Support Activity (LOGSA), Army Material Status System (AMSS) and State Maintenance plans and policies. Personnel attending this course should be assigned or anticipate assignment to the Surface Maintenance Office or Director of Logistics Office in the State JFHQ. This course does not award MOS or AOC like the active component school. The training is designed for ARNG personnel that occupy full-time positions for daily duties but assigned to other Modified Table of Organization and Equipment (MTOE) positions during drill.

**TARGET AUDIENCE:** Equipment Specialist/Supervisory Equipment Specialist who works in the surface maintenance manager's office. Secondary: Personnel assigned or anticipating assignment within 90 days to the Surface Maintenance Manager's office or Director of Logistics office in the State JFHQ. This includes Battalion Maintenance Officers, Support Operations Officers and NCOs, Management Analyst, and Brigade/Battalion S-4s and NCOs. This course satisfies a requirement of training to a specific position within the States.

**LENGTH:** 2 weeks

**POC:** Senior Instructor Maintenance Mgr (501)-212-4666 or NCO Maintenance Course Mgrs (501) 212- 4814, (501) 212-4247

# LTC-075 ARMY NATIONAL GUARD SURFACE MAINTENANCE SUPERVISORS COURSE

**SCOPE:** This course is designed to train supervisors from the National Guard Surface Maintenance Facilities on best business practices to include required publications, overview of Surface Maintenance Manager (SMM) responsibilities, management of manning requirements, applicable online logistic resources, Sustainment Information System operation, readiness reporting, data flow, man-hour accounting, budgeting, and property accountability.

**PREREQUISITES:**

1. Student is required to have a functional (AKO) Army Knowledge On-Line account.
2. Student is required to have a functional (GKO) Guard Knowledge On-Line account.
3. Access to the (LIW) Logistics Information Warehouse – must be done at least one month before course starts.
4. Home state level UIC and any specific UIC's to be managed.

It is recommended that Students attend LTC-018, The ARNG FMS TAMMS and Readiness Course, prior to enrolling in this course.

**PURPOSE:** This course is designed to provide functional training to full-time Maintenance Supervisors assigned to the Army National Guard Table Distribution and Allowances (TDA) Combined Support Maintenance Shops (CSMS), Field Maintenance Shop (FMS), and Maneuver Area Training Equipment Sites (MATES) on better business practices and the future of the Army National Guard Maintenance Activities. The target audience is Surface Maintenance Management Facility Supervisors. This course does not award MOS or AOC like the active

component school. The training is designed for ARNG personnel that occupy full-time positions for daily duties but assigned to other compatible Modified Table of Organization and Equipment (MTOE) positions during drill.

**TARGET AUDIENCE:** This course is designed for Maintenance Supervisors assigned to Army National Guard TDA Maintenance Facilities. This course satisfies a requirement of training to a specific position within the States.

**LENGTH:** 2 weeks

**POC:** Maintenance Course Mgr (501)-212-4666 or NCO Maintenance Course Mgrs (501) 212-4814, (501) 212-4247

# LTC-077 ARMY NATIONAL GUARD UNIT MOVEMENT OFFICERS COURSE

**SCOPE:** This course is designed to train UMO responsibilities and key deployment issues related to commands and staffs that the UMO interfaces with during planning and executing intra/interstate unit movements of equipment and personnel. This course satisfies requirement outlined by Army Regulation for Unit Movement Officer.

**PREREQUISITES:** Attendee should be E-5/SGT and above and must have a valid CAC card registered for Army Knowledge Online (AKO). Students are required to complete LTC-012, HAZMAT TRAINING FOR NON-CERTIFYING OFFICIALS, within two years prior to completion of LTC-077. Students can go https://guardu.ellc.learn.army.mil to register and complete the course.

**PURPOSE:** This course is designed to provide functional training to full-time selected commissioned officers, warrant officers, and enlisted personnel from the Army National Guard with a working knowledge of unit deployments and to enable them to plan, organize, and conduct unit movements training and/or operations. The target audience is personnel projected or currently serving as Unit Movement Officer (UMO) at the Company, Battalion, or Brigade level. This course does not award MOS or AOC like the active component school. The training is designed for ARNG personnel that occupy full-time positions for daily duties but assigned to other compatible Modified Table of Organization and Equipment (MTOE) positions during drill.

**TARGET AUDIENCE:** Projected or currently serving as Unit Movement Officer (UMO) or alternate UMO at the Company, Battalion, or Brigade level. Secondary: All state level transportation personnel. This course satisfies a requirement of training to a specific position within the States.

**LENGTH:** 2 weeks

**POC:** Supply Course Manager NCO (501)-212-4766 or Supply Course Manager OIC (501)-212-4243

# LTC-090 ARMY NATIONAL GUARD SASMO COMMON CORE (PHASE I DL & II)

**SCOPE:** This course is designed to train students to install and configure STAMIS networks. Lessons include: VSAT/CAISI, computer hardware, network hardware, cabling, operating system installation, system preparation, active directory, and imaging. Students will demonstrate knowledge and skills learned through a series of Practical Exercises (PE) and hands-on final exam.

**PREREQUISITES:** LTC-090 Phase I for LTC-090 Phase II

**PURPOSE:** This course is designed to provide functional training to Sustainment Automation Support Management Office (SASMO) personnel on how to install, configure, and maintain Sustainment Information Systems and logistics enablers. Students for this course are personnel assigned to the Deputy Chief of Staff Logistics (DCSLOG), SASMO with Position Descriptions PD) 70676000, 70677000 or 70678000. This course does not award MOS or AOC like the active component school. The training is designed for ARNG personnel that occupy full-time positions for daily duties but assigned to other compatible Modified Table of Organization and Equipment (MTOE) positions during drill.

**TARGET AUDIENCE:** This course is designed for personnel assigned to the Deputy Chief of Staff Logistics (DCSLOG), Sustainment Automation Support Management Office (SASMO) with Position Descriptions PD) 70676000,70677000 or 70678000.

**LENGTH:** 1 week
**POC:** Course Manager - (501) 212-4818

# LTC-091 ARMY NATIONAL GUARD SASMO – SUPPLY STAMIS

**SCOPE:** This course is designed to train students to install and configure PBUSE and SARSS-1 systems. Lessons include: System Version Description (SVD), Operating System (OS) installation, application installation, parameters, function test, trouble-shooting, administrative tools, and peripherals.
**PREREQUISITES:** Recommend LTC-090 Phase I and II for personnel new to the duty position.
**PURPOSE:** This course is designed to provide functional training to Sustainment Automation Support Management Office (SASMO) personnel on how to install, configure, and maintain supply Sustainment Information Systems. Students include personnel assigned to the Deputy Chief of Staff Logistics (DCSLOG), SASMO with Position Descriptions PD) 70676000, 70677000 or 70678000. This course does not award MOS or AOC like the active component school. The training is designed for ARNG personnel that occupy full-time positions for daily duties but assigned to other compatible Modified Table of Organization and Equipment (MTOE) positions during drill.
**TARGET AUDIENCE:** This course is designed for personnel assigned to the Deputy Chief of Staff Logistics (DCSLOG), Sustainment Automation Support Management Office (SASMO) with Position Descriptions (PD) 70676000, 70677000 or 70678000.
**LENGTH:** 1 week
**POC:** Course Manager - (501) 212-4818

# LTC-092 ARMY NATIONAL GUARD SASMO – MAINTENANCE GROUND

**SCOPE:** This course is designed to train students to install and configure SAMS-E systems. Lessons include: System Version Description (SVD), Operating System (OS) installation, application installation, parameters, function test, trouble-shooting, administrative tools, and peripherals.
**PREREQUISITES:** Recommend LTC-090 Phase I and II for personnel new to the duty position.
**PURPOSE:** This course is designed to provide functional training to Sustainment Automation Support Management Office (SASMO) personnel on how to install, configure, and maintain SAMS-E. Students for this course are personnel assigned to the Deputy Chief of Staff Logistics (DCSLOG), SASMO with Position Descriptions PD) 70676000, 70677000 or 70678000. This course does not award MOS or AOC like the active component school. The training is designed for ARNG full time personnel that occupy full-time positions for daily duties but assigned to other compatible Modified Table of Organization and Equipment (MTOE) positions during drill.
**TARGET AUDIENCE:** This course is designed for personnel assigned to the Deputy Chief of Staff Logistics (DCSLOG), SASMO with Position Descriptions (PD) 70676000, 70677000 or 70678000.
**LENGTH:** 1 week
**POC:** Course Manager - (501) 212-4818

# LTC-093 ARMY NATIONAL GUARD SASMO - AMMUNITION

**SCOPE:** This course is designed to train students to install and configure SAAS-MOD systems. Lessons include: System Version Description (SVD), Operating System (OS) installation, application installation, parameters, function test, trouble-shooting, administrative tools, and peripheral.

**PREREQUISITES:** Recommend LTC-090 Phase I and II for personnel new to the duty position.
**PURPOSE:** This course is designed to provide functional training to Sustainment Automation Support Management Office (SASMO) personnel on how to install, configure, and maintain SAAS-MOD. Students for this course are personnel assigned to the Deputy Chief of Staff Logistics (DCSLOG), SASMO with Position Descriptions PD) 70676000, 70677000 or 70678000. This course does not award MOS or AOC like the active component school. The training is designed for ARNG personnel that occupy full-time positions for daily duties but assigned to other compatible Modified Table of Organization and Equipment (MTOE) positions during drill.
**TARGET AUDIENCE:** This course is designed for personnel assigned to the Deputy Chief of Staff Logistics (DCSLOG), SASMO with Position Descriptions (PD) 70676000, 70677000 or 7067800.
**LENGTH:** 1 week
**POC:** Course Manager - (501) 212-4818

# LTC-094 ARMY NATIONAL GUARD SASMO TRANSPORTATION

**SCOPE:** This course is designed to train students to install and configure TCAIMS-II system, Movement Tracking System (MTS), and the Portable Deployment Kit systems. Lessons include: System Version Description (SVD), Operating System (OS) installation, application installation, parameters, function test, trouble-shooting, administrative tools, and peripherals.
**PURPOSE:** This course is designed to provide functional training to Sustainment Automation Support Management Office (SASMO) personnel how to install, configure, and maintain TCAIMS-II system, Movement Tracking System (MTS), and the Portable Deployment Kit. This course does not award MOS or AOC like the active component school. The training is designed for ARNG personnel that occupy full-time positions for daily duties but assigned to other compatible Modified Table of Organization and Equipment (MTOE) positions during drill.
**TARGET AUDIENCE:** This course is designed for personnel assigned to the Deputy Chief of Staff Logistics (DCSLOG), SASMO with Position Descriptions (PD) 70676000, 70677000 or 70678000.
**LENGTH:** 1 week
**POC:** Course Manager - (501) 212-4818

# LTC-097 SUSTAINMENT TRAINING FOR HAZARDOUS MATERIAL CERTIFYING OFFICIALS (DL)

**SCOPE:** Identify the purpose and scope of sustainment training; Define student prerequisites; Recall the HAZMAT Training requirements in accordance with 49 CFR 172.704 as detailed in the prerequisite course; LTC-012 HAZMAT Training For Non-Certifying Officials. Research the modal specific laws and regulations necessary to transport hazardous materials by Land (Highway and Rail), Vessel, Commercial Air and Military Air. Identify hazardous materials on Material Safety Data Sheets (MSDS) and Joint Hazard Classification System (JHCS) documents during preparation for packaging and transportation. Select the appropriate packaging when preparing hazardous materials for transport. Mark and label the package IAW the 49 CFR Sections 172.300 and 172.400. Mark the package IAW MIL-STD 129P; Mark transport vehicles IAW 49 CFR section 172.300 and MIL-STD 129P. Segregate hazardous materials according to compatibility IAW 49 CFR Section 177.848. Placard transport vehicles and freight containers IAW 49 CFR 172.500. Accurately complete the appropriate shipping papers IAW 172.200 and modal specific regulatory guidance. Determine the suitable Emergency Response information to communicate with each shipment. Select the appropriate mode of transport (Land, Vessel, Commercial Air or Military Air); Enter the practical exercise simulator and follow the logical process for completing a hazardous material shipment from the point of OPORD to documentation completion.
**PREREQUISITES:** LTC-012 HAZMAT Training for Non-Certifying Officials. * This course is available at https://guardu.ellc.learn.army.mil
**PURPOSE:** To provide sustainment training for current HAZMAT Certifiers (Graduates of AMMO-62)

**TARGET AUDIENCE:** Any currently trained HAZMAT Certifiers
**LENGTH:** 2 days
**POC:** Maintenance Course Mgr (501) 212-4666 or NCO Maintenance Course Mgrs
(501) 212-4814, (501) 212-4247

# LTC-098 PHYSICAL SECURITY INSPECTOR (NON-ATRRS COURSE)

**SCOPE:** The Physical Security Inspector Course is conducted in two phases, distance learning and resident phase.
1) Phase one consist of 45 hours of study through multiple modulated lesson plans with accompanying exams requiring a passing score of 80%.Approximately 45 hours of Distance Learning (DL) Modules are
included which will encompass the areas of an Introduction to Physical Security, Risk Analysis, Security Systems, Protective Barriers and Lighting, Control Procedures, Arms, Ammunition and Explosive (AA&E) Storage, Physical Security Plans, Bomb Threat Planning, and Surveys and Inspections.
2) Phase Two is a Resident Course which will combine Classroom instruction and Practical Exercises designed to reinforce material studied and learned during the DL Phase. Resident phase is conducted over a 5 day period consisting of classroom presentations, individual and group studies, practical exercises and instructor lead inspections on host site mission essential and vulnerable areas. The Sunday prior to training and Friday after 1500 hrs are scheduled as travel days for the students. Phase Two final exam requires a passing score of 70%.
**PREREQUISITES:** Phase I (DL)
**TARGET AUDIENCE:** National Guard Physical Security Inspector
**LENGTH:** Ph 1 (DL) - 45 study hours; Ph 2 (Resident) - 5 days
**SPECIAL INSTRUCTIONS:** Graduation from the course will require successful completion of both the DL Phase and Resident Phase. *The State's Command Physical Security officer must recommend all students by name to the Host installation POC
through the instructor team.
**POC:** Course Manager, (501) 212-4716

# 964-ARNG-LTC-039 ARMY NATIONAL GUARD ARMY DCSLOG-G4 ORIENTATION

**SCOPE:** The purpose of this class is to provide a duty position orientation for the newly assigned Army National Guard Deputy Chief of Staff Logistics (DCSLOG) G-4 for a State, Territory, or District of Columbia. The orientation provides an atmosphere for networking and sharing between professional ARNG logisticians. Topics of instruction will include but not be limited to: Army National Guard Logistics Division (ARNG-ILS) Staff Overview, Executive Advisory Group for Logistics Excellence (EAGLE) Overview, Joint Forces Headquarters Authorizations, ARNG Budget Process, Manpower Process, Surface Maintenance Requirements, Managers Internal Control Program, Installation Status Reports (ISR), Logistics IT Systems, Property Accounting, Financial Liability Investigation of Property Loss (FLIPL) processing, Readiness Reporting, Transfer of Property, Maintenance Programs, Training Programs, Awards Programs, and United States Property and Fiscal Office (USPFO) Organization. Orientation instructors will include ARNG-ILS Staff, EAGLE members, PEC Staff, and contractor support. Subject Matter Experts.
**PREREQUISITES:** Assignment as the Army National Guard DCSLOG-G4, Deputy G4, USPFO, or Deputy USPFO for a State, Territory, or District of Columbia.
**PURPOSE:** N/A
**TARGET AUDIENCE:** The first priority for enrollment is the Army National Guard DCSLOG- G-4 for a State, Territory, or District of Columbia. When quotas allow Deputy G4's, USPFO's, Deputy USPFO's and ARNG-ILS personnel are encouraged to attend.
**LENGTH:** 5 days
**POC:** The EAGLE controls class enrollment. Contact Course Manager at (405) 228-5006 or (501) 212-4823 for any questions.

# 964-ARNG-LTC-095 ARMY NATIONAL GUARD SURFACE MAINTENANCE MANAGER ORIENTATION

**SCOPE:** The purpose of this class is to provide a duty position orientation for the newly assigned Army National Guard SMM for a State, Territory, or District of Columbia. The orientation provides an atmosphere for networking and sharing between professional ARNG logisticians. Topics of instruction will include but not be limited to: Army National Guard Logistics Division (ARNG-ILS) Staff Overview, Executive Advisory Group for Logistics Excellence (EAGLE) Overview, Joint Forces Headquarters Authorizations, Manpower Process, Surface Maintenance Requirements, Installation Status Reports, Logistics Systems, Readiness Reporting, Maintenance Programs, Training Programs, Awards Programs, Managers Internal Control Program, and Logistics Information Warehouse (LIW). Orientation instructors will include ARNG-ILS staff, EAGLE members, PEC Staff, contractor support and subject matter experts.

**PREREQUISITES:** Assignment as the Army National Guard Surface Maintenance Manager (SMM) GS-13/ AGR or Deputy SMM (GS-12/AGR) for a State, Territory, or District of Columbia.

**PURPOSE:** The purpose of this course is to provide the State and Territory Surface Maintenance Managers (SMM) an introduction to the duty position.

**TARGET AUDIENCE:** The first priority for enrollment is the Army National Guard SMM for a State, Territory, or District of Columbia. When quotas allow Deputy SMM's and ARNG-ILS personnel are encouraged to attend. Other members of the surface maintenance community will be considered if requested by their applicable

**LENGTH:** 4 days

**POC:** The EAGLE controls class enrollment. Contact Course Manager at (405) 228-5006 or (501) 212-4823 for any questions.

# 964-ARNG-LTC -096 ARMY NATIONAL GUARD LOGISTICS/SUPPLY MANAGEMENT OFFICER ORIENTATION

**SCOPE:** The purpose of this class is to provide a duty position orientation for the newly assigned Army National Guard SLMS, formerly known as the LMO and SMO, occupying the SLMS positions in the DCSLOG/G4 and United States Property and Fiscal Office (USPFO) for a State, Territory, or District of Columbia. The orientation provides an atmosphere for networking and sharing between professional ARNG logisticians. Topics of instruction will include but not be limited to: Army National Guard Logistics Division (ARNG-ILS) Staff Overview, Executive Advisory Group for Logistics Excellence (EAGLE) Overview, Joint Force Headquarters Authorizations, Property Accountability/Responsibility, Command Supply Discipline Program (CSDP) , Command Logistics Review Team (CLRT), Property Transfer, Mobilization/Demobilization, Budget, Logistics Systems, Equipment Fielding, Training Programs, Installation Status Report (ISR), HAZMAT/Environmental, Managers Internal Control Program/ Materiel Weaknesses, Food Service, Medical Logistics, Awards Programs, NGB Hot Topics and a workshop lab. Orientation instructors will include ARNG-ILS staff, EAGLE members, PEC Staff, contractor support and Subject Matter Experts.

**PREREQUISITES:** Assignment as the Army National Guard SLMS GS-12 / GS-13, AGR, or Deputy DCSLOG-G4 GS-13/AGR and Deputy USPFO GS-14/AGR.

**PURPOSE:** The purpose of this course is to provide the State and Territory Logistics Management Officers (LMO) and Supply Management Officers (SMO) an introduction to the duty position.

**TARGET AUDIENCE:** The first priority for enrollment is the Army National Guard SLMS in the USPFO and DCLSOG-G4 organization of a State, Territory, or District of Columbia. When quotas allow ARNG-ILS personnel are encouraged to attend. Other members of the ARNG DCSLOG-G4 and USPFO log community will be considered for enrollment if requested by the applicable SLMS.

**LENGTH:** 5 days

**POC:** The EAGLE controls class enrollment. Contact Course Manager at (405) 228-5006 or (501) 212-4823 for any questions.

# 964-ARNG-CFMO-110 ELECTRONIC SECURITY SYSTEM CERTIFICATION COURSE

**SCOPE:** This course is the vehicle to "Certify", as per Paragraph 3-6l, AR 190-11, Designers, Installers, Maintainers, and Inspectors of Intrusion Detection Systems as applied to Arms, Ammunition, and Explosive Storage Areas for the Army National Guard and other DOD/DA operations. Certification is required every 3 years. The ESS Certification Course does and will continue to evolve with technological and regulatory changes. Instruction covers the Dual Transmission Media Data Communication System (DTMDCS) Commercial Item Description, A-A-52317A developed by USA Communication- Electronics Command, Logistics, and Readiness Center, Fort Belvoir, VA. The course includes the approved Commercial Intrusion Detection Systems (CIDS), installation techniques, specifications and how the systems should be physically configured, operated, monitored and administrated to meet Army Regulation's 190-11, 190-13, and 190-51.
**PREREQUISITES:** N/A
**PURPOSE:** N/A
**TARGET AUDIENCE:** N/A
**LENGTH:** 1 week
**POC:** Course Manager - (501) 212-4716, (501) 212-5871

# 964-ARNG-CFMO-111 ESS SUPERVISORS – LEAD TECHNICIAN

**SCOPE:** The ESS Supervisors-Lead Technician Course will consist of the basic tasks required to operate an efficient and effective State ESS Program. All aspects from out-year POM funding forecasts to day-to-day operations are covered in this comprehensive 3-day course of instruction. The course instructors have more than 30-years of combined experience when they operated their respective States ESS Programs. The other ARNG-ILI ESS Program approved-authorized course instructors consist of team members located inside ARNG-HQ ESS Program Office with years of experience supporting the ARNG-ILI-F ESS Program and State ESS Programs on a daily basis. Additionally, the ARNG-ILI-F ESS IDS Technical Transfer Training Course has direct input into this course content allowing State ESS perspectives to be incorporated into the courseware.
**PREREQUISITES:** N/A
**PURPOSE:** N/A
**TARGET AUDIENCE:** ARNG State ESS Employees/Contractors in Regions 1, Region 2, or Region 3 that are accountable for all the items associated with CFMO-110 course and including but not limited to the planning, programming, budgeting, and executing of their entire State Electronic Security System (ESS) Program for their State.
**LENGTH:** 3 Days
**POC:** Course Manager - (501) 212-4716, (501) 212-5871

# 964-ARNG-CFMO-112 ESS IDS TECH TRANSFER TRNG

**SCOPE:** The mission of this course provides instruction and focus on ESS security technology and project items facing the ARNG-ILI-F ESS Program Office and State ESS Programs which allow for informed decisions impacting their respective Programs. This Technical Transfer Training Course discusses the impact and development from lessons learned from the implemented criteria, standards, metrics, and Program initiatives (such as the roll-out of new Intrusion Detection Systems (IDS) for the protection of Arms, Ammunition, and Explosives (AA&E). This is an enterprise-wide focused course for actions that effect all 54 States, Territories, and Commonwealths ESS Programs -- not State-specific items. This is the annual opportunity to educate a group of dedicated State ESS representatives on new and forecasted initiatives. The IDS equipment is used in the ARNG-ILI-F ESS IDS Hands-On Technical Certification Course (CFMO-110). The State ESS representatives attending this Technical Transfer Training Course provide quality, real-time input, to the ARNG-ILI ESS Program (TRADOC-certified) instructors,

who are build the point of instruction materials and initiate the scheduled CFMO-110 course. This Technical Transfer Training Course encompasses cross-over discussions specific to ARNG-ILI-F ESS components, processes, procedures, criteria, standards, metrics, and security environments that require ARNG subject matter experts (SMEs) directly knowledgeable of the ARNG-ILI-F ESS Program development plan. This is not strictly podium-based instruction.

Several critical topics aim to cover, per AR190-11 compliance, are: Intrusion Detection System (IDS) standardized equipment, Access Control Systems (ACS) standardized equipment, Closed-Circuit Television (CCTV), ESS DIACAP certification, i-Net updates, cellular communicator replacements devices, Army Regulations (190-series), central monitoring station troubleshooting, MILCON ESS projects status, FY13 ESS O&M Forecasts, FY15-19 POM, ESS VoIP issues, Federal Communications Commission (FCC) policy changes, and other major technology items generated from this ESS Technical Transfer Training Course.

**PREREQUISITES:** Years of experience and detailed knowledge of the ARNG-ILI-F ESS Program Office technology, standards, criteria, metrics, processes, and procedures. Course registrations are approved by the ARNG-ILI-F ESS Program Manager.

**PURPOSE:** N/A

**TARGET AUDIENCE:** N/A

**LENGTH:** 3 Days

**POC:** Course Manager - (501) 212-4716, (501) 212-5871

# 964-ARNG-CFMO-113 ESS ADVANCED ACS/CCTV COURSE

**SCOPE:** The ESS Advanced Access Control Systems/Closed-Circuit Television Training Course consists of hands-on specialized engineering tasks required for State Electronic Security System (ESS) Programs to program, maintain, and operate an efficient and effective access control systems (ACS) and closed-circuit television (CCTV) systems. All aspects of training include but not limited to the following: installing a camera, running conduit, camera light study guidance, field of view instruction, IR illuminators, DVR programming/operation/maintenance techniques, wire termination connections, installing door sensors, door strikes, card readers, and other pertinent ESS equipment. All aspects will apply current-day ARNG-ILI ESS equipment standards that are DIACAP approved-authorized to forecasted equipment changes, technology requirements, FCC policy changes, day-to-day operations are covered in this comprehensive 5-day course of instruction. The course instructors have more than 30-years of combined experience when they operated their respective States ESS Programs. The other ARNG-ILI ESS Program approved-authorized course instructors consist of team members located inside ARNG-HQ ESS Program Office with years of experience supporting the ARNG-ILI-F ESS Program and State ESS Programs on a daily basis. Additionally, the ARNG-ILI-F ESS IDS Technical Transfer Training Course has direct input into this course content allowing State ESS perspectives to be incorporated into the courseware.

**PREREQUISITES:** N/A

**PURPOSE:** To meet the demands of ARNG State ESS professionals needing guidance and support for successful State ESS Program operations. They will need to know how to install, operate, plan, design, maintain, and monitor their ARNG-authorized-approved standardized ESS equipment components for Access Control Systems (ACS) and Closed-Circuit Television (CCTV).

**TARGET AUDIENCE:** ARNG State ESS Program employees/contractors in Regions 1, Region 2, or Region 3 that are accountable for all the items associated with CFMO-110 course, Army Regulation 190-series, and include but not limited to the planning, programming, and executing of their State ESS Program

**LENGTH:** 1 Week

**POC:** Course Manager - (501) 212-4716, (501) 212-5871

# GIS-300 GIS FOR RANGE STAFF

**SCOPE:** The GIS for Range Control Staff course introduces students to the concepts of Geographic Information Systems (GIS) and how GIS can be integrated into Range Operations. This 4-day resident
course covers fundamental GIS concepts through lecture, instructor demonstrations, hands on exercises, and performance tests. The course includes an introduction to the Range Managers Toolkit (RMTK).
RMTK is a suite of tools that work in a GIS environment designed to assist Range Control with daily operations and planning tasks. Courses will be available as funds become available.
**PREREQUISITES:** Basic computer skills are recommended. Students are encouraged to attend the Inter-Service Range Safety Course (Intermediate) prior to attending this course.
**PURPOSE:** To provide the student with fundamental GIS concepts
**TARGET AUDIENCE:** : Range Control Officers, Range Control staff , Safety Officers, Master Gunners , and Unit level trainers.
**LENGTH:** 4-days
**POC:** NGB-PEC-ILETC (501) 212-4716, NGB (703) 607-7957

# GIS-301 ARCGIS DESKTOP II AND III

**SCOPE:** Desktop II - 3 days: This course introduces the fundamental concepts of ArcGIS Desktop
software and teaches how to use it to visualize, create, manage, and analyze geographic data. In course exercises, you will use ArcGIS tools to perform common GIS tasks and workflows. By the end of the course, you will understand the range of ArcGIS Desktop functionality and be prepared to work with the software on your own to create GIS maps, work with geographic data, and perform GIS analysis.
Desktop III - 2 days: Advance your ArcGIS Desktop skills in this course that teaches how and when to apply ArcGIS tools to create an efficient workflow that supports GIS analysis. Working with data stored in a geo database, you will organize and prepare data for analysis, create geo processing models, and work through a challenging analysis project. By the end of the course, you will be able to determine which ArcGIS tools and functions to use in a given situation and apply them to your analyses. The skills taught in this course are applicable to all types of GIS analysis. Courses will be available as funds become available.
**PREREQUISITES:** Knowledge of basic GIS concepts is required.
**PURPOSE:** Foundational course introducing the ArcGIS applications.
**TARGET AUDIENCE:** This course is designed for those with an education in or workplace experience with GIS but no ArcGIS software experience. Knowledge of basic GIS concepts is required. This is a required course for Civil Support Teams.
**LENGTH:** 5 days
**POC:** NGB-PEC-ILETC (501) 212-4716, NGB (703) 607-7957

# GIS-304 BUILDING GEO DATABASES

**SCOPE:** This course covers the essential concepts of the geo database and teaches the skills you need to centrally store, manage, and maintain the quality of your GIS data. You will learn how to create a geo database, migrate existing data to a geo database, and edit data stored in a geo database. In course exercises, you will create advanced geo database elements that maintain spatial relationships between features and automatically locate and fix errors according to rules and behaviors you set. This course is taught using an Arc Info license of ArcGIS. Courses will be scheduled as funds become available.
**PREREQUISITES:** Completion of GIS-301 or equivalent knowledge is required.
**TARGET AUDIENCE:** GIS data managers, analysts, specialists, data technicians, database administrators, and other experienced ArcGIS users who need to store and manage data in a geo database.

**LENGTH:** 3 days
**POC:**  NGB-PEC-ILETC (501) 212-4716, NGB (703) 607-7957

# GIS-305 WORKING WITH ARCGIS SPATIAL ANALYST FOR GEOSPATIAL INTELLIGENCE

**SCOPE:** This course teaches how to perform spatial modeling and raster based analysis to assess threats, manage responses to potential threat events, and support decision making. You will learn fundamental raster concepts, analysis tools, and workflows for creating information that provides intelligence support needed for mission execution and success. The course includes a one day team exercise in which you build a spatial model to help answer questions about recent intelligence information. Courses will be scheduled as funds become available.
**PREREQUISITES:** Completion of GIS-316 or equivalent knowledge is required.
**TARGET AUDIENCE:** Analysts in defense, intelligence, homeland security, and law enforcement agencies who will be involved in supporting the planning and management of responses to actual or potential threat events. This is considered an advanced course. It is recommended to complete GIS-300or GIS-301 and have several months of active use with ArcGIS.
**LENGTH:** 4 days
**POC:**  NGB-PEC-ILETC (501) 212-4716, NGB (703) 607-7957

# GIS-307 ARCGIS SERVER ENTERPRISE CONFIGURATION AND TUNING

**SCOPE:** The course will focus on either SQL Server or Oracle. This course prepares Microsoft SQL Server or Oracle database administrators to maximize ArcSDE technology within an ArcGIS Server enterprise geodatabase to centrally store and manage data, provide robust data security, and deliver multiuser access and editing capabilities. You will become familiar with the ArcSDE architecture and learn how to manage storage settings for spatial data. Techniques for maintaining geodatabase performance in an editing environment and strategies for maintaining and managing an enterprise geodatabase are also presented. Courses will be scheduled as funds become available.
**PREREQUISITES:** Experience with Microsoft SQL Server/Oracle database administration or application development is required. Completion of GIS-301 or GIS-304 is recommended.
**TARGET AUDIENCE:** Experienced Microsoft SQL Server or Oracle database administrators who need to install and configure an ArcSDE multiuser or enterprise geodatabase.
**LENGTH:** 2 days
**POC:**  NGB-PEC-ILETC (501) 212-4716, NGB (703) 607-7957

# GIS-308 SYSTEM ARCHITECTURE DESIGN STRATEGIES

**SCOPE:** This course covers GIS infrastructure architecture alternatives and system architecture design strategies that support successful enterprise operations. You will learn comprehensive guidelines for planning and selecting the right system architecture to meet your organization's needs. This course also covers unique performance validation and system capacity planning techniques for enterprise GIS deployments. Courses will be scheduled as funds become available.
**PREREQUISITES:** None
**TARGET AUDIENCE:**
(1) Senior architecture consultants and software architects who need to increase their knowledge of enterprise GIS system design.
(2) GIS managers, project managers, and software developers who need to understand system architecture and hardware capacity planning criteria.
(3) IT and system administrators and consultants who need to understand, identify, and troubleshoot performance problems with existing GIS environments.

**LENGTH:** 3 days
**POC:** NGB-PEC-ILETC (501) 212-4716, NGB (703) 607-7957

# GIS-309 INTRODUCTION TO ARCGIS SERVER

**SCOPE:** In this course, you will acquire the skills needed to share GIS content on the Web or across the enterprise. You will learn a workflow to publish maps, imagery, geoprocessing models, and feature templates for use in Web applications that support visualization, analysis, and editing of GIS resources. Courses will be scheduled as funds become available.
**PREREQUISITES:** Completion of GIS-301 or equivalent knowledge is required.
**TARGET AUDIENCE:**
(1) GIS analysts, specialists, and other experienced ArcGIS Desktop users who want to share their GIS content in a Web mapping application.
(2) Developers who need to understand ArcGIS Server functionality in order to incorporate GIS services into custom applications.
(3) IT administrators, system administrators, GIS administrators, and others responsible for installing, managing, and supporting an ArcGIS Server system.
**LENGTH:** 2 days
**POC:** NGB-PEC-ILETC (501) 212-4716, NGB (703) 607-7957

# GIS-310 ARCGIS SERVER: WEB ADMINISTRATION USING THE MICROSOFT .NET FRAMEWORK

**SCOPE:** Designed for administrators, this course teaches how to successfully setup and maintain an ArcGIS Server system that enables GIS content sharing across the enterprise or on the Web. You will
learn the ArcGIS Server architecture and recommended workflows for managing GIS services, applications, data, users, and servers. Techniques and best practices to ensure system performance, security, and reliability are emphasized. Courses will be scheduled as funds become available.
**PREREQUISITES:** Completion of GIS-309 or equivalent knowledge and an understanding of Web server technologies is required. **TARGET AUDIENCE:** IT administrators, system administrators, GIS administrators, and others responsible for installing, managing, and supporting an ArcGIS Server system.
**LENGTH:** 3 days
**POC:** NGB-PEC-ILETC (501) 212-4716, NGB (703) 607-7957

# GIS-311 DEVELOPING APPLICATIONS WITH ARCGIS SERVER

**SCOPE:** The course will focus on either Microsoft .NET Framework or the Java platform. This course teaches how to integrate GIS capabilities into your Web applications, enhancing their value to end users and increasing your value as a developer. You will learn standard guidelines for developing custom ArcGIS Server Web ADF applications, about the available libraries and application programming interfaces (APIs), and how to work with ADF web controls or GIS Web controls and data sources. You will develop custom applications that incorporate out-of-the box tasks and build custom Web tasks to deliver advanced functionality. Courses will be scheduled as funds become available.
**PREREQUISITES:** Completion of GIS-309 or equivalent knowledge is required.
(1) For the .NET Framework course: experience programming with ASP. NET 2.0 and JavaScript are required.
(2) Familiarity with Internet protocols, Web services, and Arc Objects is recommended.
(3) For the Java course: experience programming with Java EE and JSP is also required.

Familiarity with Java Server Faces, Internet protocols, Web services, the online ArcGIS Server SDK for Java, and the Arc Objects SDK for Java is recommended.

**TARGET AUDIENCE:**
-GIS Managers, web application developers, GIS technicians/analysts with experience in web       development.
-Java programmers who have Internet development experience using the Java Platform, Enterprise Edition (Java EE), including JSP or Visual Studio VB.NET or C# programmers who have Internet development experience using the Microsoft .NET Framework 2.0.

**LENGTH:** 3 days
**POC:**  NGB-PEC-ILETC (501) 212-4716, NGB (703) 607-7957

# GIS-312 DATA PRODUCTION & EDITING TECHNIQUES

**SCOPE:** Accurate data is crucial to create GIS maps and analyses that decision makers can rely on. This course teaches methods for accurately creating and editing data stored in a geodatabase. You will learn a recommended workflow for data automation and practice with tools and techniques that help ensure data integrity during editing. Each class day concludes with a project, in which you will apply the recommended techniques on your own. Courses will be scheduled as funds become available.

**PREREQUISITES:** Completion of GIS-301 or equivalent knowledge is required.
**TARGET AUDIENCE:** GIS technicians and other experienced ArcGIS users who need to create and maintain their organization's geographic data.
**LENGTH:** 3 days
**POC:**  NGB-PEC-ILETC (501) 212-4716, NGB (703) 607-7957

# GIS-315 ERDAS IMAGINE

**SCOPE:** Do you use ARC/INFO or ArcView? Why would you use imagery in your vector Geographical Information Systems? This intermediate course will teach students how to process and prepare satellite images and air photographs so they can be used to update, enhance and expand your vector GIS. Students will be introduced to the tools that will enable them to extract information from the imagery and then display and analyze this information. Courses will be scheduled as funds become available.

**PREREQUISITES:** N/A
**TARGET AUDIENCE:** State GIS Program Managers and GIS Technician/Analysts
**LENGTH:** TBD
**POC:**  NGB-PEC-ILETC (501) 212-4716, NGB (703) 607-7957

# GIS-316 INTRODUCTION TO ARCGIS FOR GEOSPATIAL INTELLIGENCE AND LAW ENFORCEMENT

**SCOPE:** This course uses terminology, exercise scenarios, and data relevant to your daily work in geospatial intelligence or law enforcement to teach the essential GIS and ArcGIS software skills you need to support your organization's mission. Using ArcGIS tools, you will learn how to perform basic
GIS tasks such as accessing, displaying, querying, and editing geographic data. The course concludes with a capstone exercise in which you independently apply what you have learned by working through one of several scenarios you consider most applicable to your job. Courses will be scheduled as funds become available.

**PREREQUISITES:** Proficiency with Windows-based software for basic file management and browsing is required.
**TARGET AUDIENCE:** Analysts and other professionals working in the defense, intelligence, homeland security, and law enforcement fields who are new to GIS. This is a required course for Civil Support Teams (CST).
**LENGTH:** 3 days
**POC:**  NGB-PEC-ILETC (501) 212-4716, NGB (703) 607-7957

# GIS-318 INTRODUCTION TO GEOPROCESSING SCRIPTS USING PYTHON

**SCOPE:** By automating complex or time-consuming processes using scripts, you can increase efficiencies in GIS workflows and streamline data management. The ArcGIS geoprocessing framework includes a scripting environment, and Python® is the scripting language included with ArcGIS. This course introduces the Python scripting syntax and shows how to use scripts to access and automate geoprocessing tasks. You will also work with ArcPy, an Esri developed site package for Python that integrates Python scripts into ArcGIS Desktop. Courses will be scheduled as funds become available.
**PREREQUISITES:** Completion of GIS-301 or equivalent knowledge is required. Basic programming skills, including using loops and conditional statements, are required.
**TARGET AUDIENCE:** GIS specialists, analysts, data processors, and other experienced ArcGIS Desktop users who want to automate GIS workflows.
**LENGTH:** 3 days
**POC:** NGB-PEC-ILETC (501) 212-4716, NGB (703) 607-7957

# GIS-319 PERFORMING ANALYSIS WITH ARCGIS DESKTOP

**SCOPE:** In this course, you will acquire or improve skills to generate reliable results from different types of GIS analyses. The course teaches a proven process you can use to solve a variety of spatial problems including site selection, line of sight (visibility) analysis, and hot spot analysis. You will also learn regression analysis techniques for determining why a spatial pattern exists. Some course exercises use tools provided in the ArcGIS Spatial Analyst extension. Courses will be scheduled as funds become available.
**PREREQUISITES:** Completion of GIS-301 or equivalent knowledge is required.
**TARGET AUDIENCE:** GIS analysts, specialists, and other experienced ArcGIS, Desktop users who manage or conduct GIS analysis projects. Suggested course for Civil Support Teams (CST).
**LENGTH:** 3 days
**POC:** NGB-PEC-ILETC (501) 212-4716, NGB (703) 607-7957

# GIS-321 MAP GRADE GPS DATA COLLECTION

**SCOPE:** Students will learn the principles and practices of accurate GPS data collection for GIS using TerraSync and GPS Pathfinder Office. TrimbleGeoXH units will be supplied for the course, although students are welcome to bring their own units. Please bring clothing appropriate for outdoor exercises. Topics covered: an overview of GPS basics, accuracy standards, project and mission planning, software and hardware settings, basic data collection, advanced functions, troubleshooting, differential correction, H-Star processing, and high accuracy positioning analysis. Additionally, students will learn how to create and use a data dictionary with Spatial DataStandards for Facilities Infrastructure and Environment (SDSFIE) tools. Courses will be scheduled as funds become available.
**PREREQUISITES:** A fundamental understanding of GIS principles is needed.
**TARGET AUDIENCE:** Personnel that will be using GPS equipment to collect field data and process it for use in GIS systems: ITAM personnel, Environmental personnel, Range Staff, etc.
**LENGTH:** 3 days
**POC:** NGB-PEC-ILETC (501) 212-4716, NGB (703) 607-7957

# GIS-327 WORKING WITH CAD DATA IN ARCGIS DESKTOP

**SCOPE:** Knowing how to integrate CAD data into GIS workflows will help You streamline GIS data editing, enhance GIS maps, and perform GIS analyses. In this Course, you will learn how to display CAD data with GIS layers in ArcGIS, use CAD data directly in ArcGIS geoprocessing and analysis operations, and import CAD data into a geodatabase. Techniques and best practices for data conversion to support integrated CAD/GIS workflows are covered. Courses will be scheduled as funds become available.
**PREREQUISITES:** Completion of GIS-301 or equivalent knowledge is required.
**TARGET AUDIENCE:**
(1) GIS specialists, analysts, data managers, and other experienced ArcGIS users who need to work with CAD data in ArcGIS.
(2) Experienced CAD users who have basic ArcGIS skills.
**LENGTH:** 1 day
**POC:** NGB-PEC-ILETC (501) 212-4716, NGB (703) 607-7957

# GIS-328 BUILDING WEB APPLICATIONS USING THE ARCGIS API FOR FLEX

**SCOPE:** This 5-day course consists of independent and instructor-led training. Day's 1-3 students will work individually on the Adobe "Flex in a Week" course to gain familiarity with Adobe Flex 4 and Flash Builder 4. Days 4 and 5 will be ESRI instructor-led. Using the ArcGIS API for Flex, you can build high-performing, engaging Web applications that incorporate ArcGIS Server mapping, geocoding, and geoprocessing services. This course teaches how to leverage the ArcGIS API for Flex and the Adobe Flex Platform to efficiently develop rich applications that meets the needs of their intended audience. You will learn about the components available in the Flex Platform, how to write code for a Flex-based application, and how to incorporate base maps and other resources from ArcGIS Online to enhance your Web applications. Courses will be scheduled as funds become available.
**PREREQUISITES:** Familiarity with Adobe Flex Platform concepts. Basic programming concepts, processes, and constructs XML, HTML and CSS.
**TARGET AUDIENCE:** Web developers who want to create Flexbased applications that include GIS services and functionality.
**LENGTH:** 5 days
**POC:** NGB-PEC-ILETC (501) 212-4716, NGB (703) 607-7957

# GIS-329 PLANNING LEVEL SURVEY VEGETATION COMMUNITY MAPPING

**SCOPE:** This NEW 4-day course focuses on the development and maintenance of vegetation community maps to comply with planning level survey requirements at their sites. Instruction consists of lecture and
field data collection exercises at Camp Robinson along with computer based geographic information system tasks in the classroom. Students will use imagery and field data from Camp Robinson. Courses will be scheduled as funds become available.
**PREREQUISITES:** Basic GIS skills.
**TARGET AUDIENCE:** Course is intended for Army National Guard natural resources managers interested in developing vegetation community maps for their site.
**LENGTH:** 4-days
**POC:** NGB-PEC-ILETC (501) 212-4716, NGB (703) 607-7957

PEC

# HRRTC

## HUMAN RESOURCES & READINESS TRAINING CENTER

**PEC**

| | |
|---|---|
| DIRECTOR | (501) 212-4644 |
| DEPUTY | (501) 212-4644 |
| NCOIC | (501) 212-4644 |

The overarching goal of the Human Resources and Readiness Training Center (HRRTC) is to improve unit readiness by providing full-time National Guard personnel in the fields of Human Resources and Readiness with the essential knowledge and tools needed to do their jobs in the most effective manner possible. The course offerings are a result of feedback from the 54 States and Territories and the NGB Office of Primary Responsibility (G1/G3). HRRTC gives Soldiers current and relevant information that prepares them for duty at home and abroad.

Two of the mainstays within the HRRTC include the Brigade and Battalion-level Personnel Staff (S-1) course and the Unit Readiness NCO course: The S-1 course is comprised of multi-component functional tasks which support critical skills necessary for the success of all S-1 sections. Soldiers focus on five critical tasks—Maintain Personnel Accountability, Perform Selected Essential Personnel Services, Perform Records Management, Perform Casualty Operations Management, and Report Accountability of Soldiers within a State/Federal Disaster Area.

## HRRTC MISSION
**To provide instruction in all essential tenets of human resources, unit readiness, and education services**

The Readiness NCO course provides Unit Readiness NCOs an in-depth view of unit level readiness requirements to include APFT and weight control policy, ATRRS, personnel forms, Family Care Plans, LODs, INCAP, ADME, METL Development, Physical Security, Risk Management, and Unit Training Documentation. Students become familiar with the roles and responsibilities of Unit Readiness leaving the course ready to perform as a unit readiness NCO.

Soldiers looking to further hone their skills in human resources, unit readiness, and education can look to additional training offerings—Medical Readiness Course, Officer-in-Charge, Mobilization Readiness, Net Unit Status Reporting, Unit Training NCO, Basic Human Resources and Administration, GI Bill Manager Course, Incentive Manager Course, and Education Services Course . Soldiers can also achieve a national certification in HRRTC's Military Funeral Honors Training Course. This train-the-trainer focused course teaches the standards and methods for performing all aspects of military funerals and brings standardized methods to the 54 States and Territories.

# 964-ARNG-MODS BASIC COURSE

**SCOPE:** All medical and personnel electronic management capabilities that the Guard uses of the Medical Operational Data Systems at www.mods.army.mil, to include, but not limited to, MEDPROS (Mainframe/MEDPROS Web Reporting), AVS, DenClass, e-Profile, eMMPS, HRR and eCase.

**PREREQUISITES:** Soldiers must have completed IET, and be able to login to AKO, have an ID and CAC. Individuals must have a current Secret security clearance or a minimum of an initiated favorable National Agency Check (NAC) investigation. A DD Form 2929 Access form and DD Form 2875 SAAR submitted to MODS Support Team, have a current HIPPA Certification.

**PURPOSE:** To train personnel assigned the responsibility of entering and maintaining data within the software and operating systems known as Medical Operational Data Systems (MODS)/Medical Electronic Data for Care History and Readiness Tracking (MEDCHART).

**TARGET AUDIENCE:** All National Guard (Army) Medical and Personnel Managers, Unit Administrators, Unit Commanders, etc. requiring access to the Reserve Component MODS/MEDCHART applications referred to above.

**LENGTH:** 5 days

**POC:** 703-752-3022

# 964-ARNG-MFH-TRNG ARNG MILITARY FUNERAL HONORS TRAINING COURSE

**SCOPE:** The course will teach the standards and methods for performing all aspects of a military funeral. Upon completion of the course, Soldiers will be nationally certified and able to instruct students to perform the standards and methods of a military funeral.

**PREREQUISITES:** Soldier must be in a leadership position within the state's Military Funeral Honors (MFH) Program. Soldiers must obtain two letters of recommendation from their ARNG Funeral Honors Program first line leader and State Coordinator. Soldiers must complete 40 hours of MFH training and obtain a Certificate of Training from an ARNG MFH Certified Instructor. Soldier must complete the Distance Learning titled Military Funeral Honors (DL) V2 (found at https://ellc.learn.army.mil) and obtain a Certificate of Completion. Students must be able to score a passing score on the APFT and pass a tape test if required. Students must have (on-hand) all Certificates listed above and DA form 705 upon arrival to the 80 Hour Military Funeral Honors Training Course at PEC.

**PURPOSE:** The purpose of the ARNG Military Funeral Honors Training Course is to standardize methods of performing funerals within the states. This course is designed as a train-the-trainer (T3) course, allowing the Soldiers to train teams within the state to perform military funerals.

**TARGET AUDIENCE:** Soldiers in leadership positions within their State's ARNG Military Funeral Honors Program that will be tasked with training and certifying Soldiers to perform Military Funeral Honors.

**LENGTH:** 2 weeks, training will be conducted during the middle weekend.

**POC:** (501) 212-4652

# HRR-MRNCO: ARNG MEDICAL READINESS NCO COURSE

**SCOPE:** This one week resident course provides functional training for ARNG FTUS Enlisted Soldiers assigned the duty of Medical Readiness NCO. This is not an MTOE/TDA authorized position. This course provides training in comprehensive reporting, analysis and providing COA for increasing medical readiness of the Army National Guard. This is not an MOS producing course.

**PREREQUISITES:** Students must be assigned or anticipate assignment within six (6) months to duties and responsibilities as described above in the scope. Students must be assigned access to the MEDPROS Database and have access to their unit's medical data. Students will be Health Insurance Portability and Accountability Act (HIPAA) certified prior to attending this course. Verification will be accomplished on site by the course manager.

Course attendance will be monitored by the ARNG-CSG.

**PURPOSE:** This course is designed to provide ARNG specific training for Full-Time Unit Support (FTUS) ARNG Medical Readiness NCOs in the rank of E5-E7 and GS 05-09 responsible for providing Medical Readiness initiatives and reporting to the Commanders of their assigned units at the Battalion and Brigade (BN/BDE) levels. This position provides Commander's analytical reports and Courses of Action (COA) on methods to increase personnel readiness.

**TARGET AUDIENCE:** Personnel attending this course should be assigned as an ARNG MRNCO for a State or Territory or anticipate assignment as a MRNCO within 6 months as per NGB Memo ARNG-HRZ, dated 21 May 2013 Subject: Professional Education Center FY-13/14 Full Time Manning Training.

**LENGTH:** 5 days

**POC:** ARNG-PEC-HRT COMM (501) 212-4644, DSN 962-4644

# 964-ARNG-HRR-RPAM RETIREMENT POINTS MANAGER

**SCOPE:** This course provides training in RPAM 6.1 application which supports the reporting transmission and requirements of ARNG member's retirement data to NGB. Navigation of the RCAS program consists of Maintain/ Review Verification Documents, Review and Manage all NGB RPAM
Reports, Critical Error Reporting's and Resolution, Verification of Retirement Computations, Establish Administration and User Preferences, and Managing BAH Reporting Requirements. Additional curriculum includes: Prepare Military Computations, Roles and Responsibilities of the RPAM NCO, and Policy, Statues, and Directives.

**PREREQUISITES:** N/A

**PURPOSE:** This course is mandatory for all State Retirement Points Managers/RPAM NCO's.

**TARGET AUDIENCE:** The primary audience is full-time ARNG personnel serving at the JFHQ/State level who are responsible for managing the timely and accurate recording and reporting of retirement points earned by ARNG members.

**LENGTH:** 5 days

**POC:** Chief training director, 703-325-5271

# HRR-USR ARNG NET USR READINESS REPORTING

**SCOPE:** This 24 hour resident course provides functional training for ARNG FTUS Officers and Enlisted Soldiers who are assigned the duty of developing the Commander's USR and analyzing and preparing Courses of Action (COA) for improvement of overall Unit Readiness, and successful navigation of the software. This course is designed for the S3 reporting community and supporting sections.

**PREREQUISITES:** Student MUST be assigned to duties/responsibilities as described above. Students MUST have a valid username/password log in to access the SIPR NGB_SNET along with an AKO-S account. Students MUST be assigned access to the NETUSR site by their UICIO and have access to their USR data base. Each student MUST have a security clearance of SECRET.
Note : ALL validated USRs are classified. Any and all items that have an electronic utility will be secured prior to classroom entry.

**PURPOSE:** This course is designed to provide ARNG specific S-1/S-3/S-4 personnel training for Full-Time Unit Support (FTUS) ARNG Officers and Senior NCOs tasked with developing and reporting Unit Status Reports (USR). This course is designated for Commanders and readiness reporters (E7-E9 and WO1 – O4) responsible for developing and submitting the Commander's USR at AA and FF levels. This course does not award MOS/ASI or AOC.

**TARGET AUDIENCE:** Full Time Unit Support (FTUS) Soldiers performing unit status reporting duties and Unit Commanders/NCOICs. Staffing is currently being conducted to  add this course to the FY13/FY14 Full Time Manning Training Memorandum which will mandate his training for all personnel assigned readiness reporting duties.

**LENGTH:** 3 days

**POC:** ARNG-PEC-HRT COMM (501) 212-4644, DSN 962-4644

# HRR-010 ARNG BDE/BN S1 COURSE

**SCOPE:** This one week resident course provides functional training for ARNG NCOs to provide management and reviewing techniques for S-1 products at BN/BDE level that are specific solely to the ARNG and have recently been assigned to management positions in BN/BDE level organizations as Full Time Personnel. Training focuses on Soldier support critical tasks which increase the Personnel Readiness of the assigned unit IAW AR 220-1.

**PURPOSE:** This course is designed to provide ARNG specific Human Resources training for mid to senior level ARNG NCOs, E7 – E9, responsible for providing military direct human resources support at the ARNG Battalion and Brigade (BN/BDE) levels. This course does not award MOS or AOC which is within the purview of Fort Jackson. This course provides ARNG full time personnel positioned or soon to be positioned as full time BN/BDE level HR with the knowledge and expertise required to utilize ARNG specific business processes and computer systems used in daily operations.

**PREREQUISITES:** Enlisted Students must hold a MOS 42A or be assigned to S-1 position, Warrant Officers must hold 420A, and Officers Area of Concentration (AOC) is immaterial. Personnel attending this course should anticipate assignment to ARNG BDE/BN positions within 6 months or have been assigned to a HR position at the BDE/BN level within 12 months.

**TARGET AUDIENCE:** Personnel attending this course should anticipate assignment to ARNG BDE/BN within 6 months or have been assigned to a HR position at the BDE/BN level within 12 months as per NGB Memo ARNG-HRZ, dated 21 May 2013 Subject: Professional Education Center FY-13/14 Full Time Manning Training.

**LENGTH:** 5 days

**POC:** ARNG-PEC-HRT COMM (501) 212-4644, DSN 962-4644

# HRR-011 ARNG BASIC HUMAN RESOURCES AND ADMIN COURSES

**SCOPE:** This one week resident course provides functional training for ARNG full time unit support enlisted Soldiers assigned the additional duty of HR Specialist Monday-Friday to provide administrative support to increase personnel readiness at company level. This course only concentrates on ARNG specific pre-mobilization HR functions, business processes, and Soldier support tasks at the unit level.

**PREREQUISITES:** None

**PURPOSE:** This course is designed to provide ARNG specific Human Resources training for enlisted Soldiers in the rank of E4-E6 who work as Full-Time Unit Support (FTUS) personnel at the Company/Battery/Troop level. The HR functions are performed as an additional duty regardless of MOS held. This course provides ARNG full time personnel positioned or soon to be positioned as full time unit level HR with the knowledge and expertise required to utilize ARNG specific business processes and computer systems used in daily operations. This course does not award MOS or AOC which is within the purview of Fort Jackson.

**TARGET AUDIENCE:** The primary audience is full-time ARNG personnel E4-E6 serving at company/unit level, who perform the additional duties of HR personnel. Personnel are directed to attend training within 6 months of assignment as per NGB Memo ARNG-HRZ, dated 21 May 2013 Subject: Professional Education Center FY-13/14 Full Time Manning Training.

**LENGTH:** 5 days

**POC:** ARNG-PEC-HRT COMM (501) 212-4644, DSN 962-4644

# HRR-020 ARNG UNIT READINESS NCO

**SCOPE:** This one week course provides introductory training for the Readiness NCO who are responsible for overall unit operations. The course provides an in-depth view of company level operations to include force structure, individual training management, unit level collective training, and management of full-time and part-time staff training issues. Soldiers are also trained on personnel pay and logistical issues that impact organizational readiness. The course provides training on critical tasks associated with areas pertaining to administration, training, and

logical readiness IAW AR 220-1.

**PREREQUISITES:** All students should have authorized access (Logon ID and valid password) to ATRRS and AKO prior to class report date.

**PURPOSE:** This course is designed to provide ARNG specific training for AGR/ Full-Time Unit Support (FTUS) and technician personnel holding the grade of E6 to E7 and assigned as the Unit Readiness NCO at the company level. This course does not award MOS or AOC which is within the purview of Fort Jackson. ARNG full time personnel with the daily duties of a Unit Readiness NCO do not have other training available at Active Component schools and are not in a position to attend personnel MOS training as an aspect of this position.

**TARGET AUDIENCE:** The target audience for this course are ARNG FTS or Technicians in the grade of E6 to E7 assigned the primary duties of a Unit Readiness NCO. Personnel are directed to attend training within 6 months of assignment as per NGB Memo ARNG-HRZ, dated 21 May 2013, Subject: Professional Education Center FY-13/14 Full Time Manning Training.

**LENGTH:** One week (40) forty hour resident phase.

**POC:** ARNG-PEC-HRT COMM (501) 212-4644, DSN 962-4644

# HRR-021 ARNG MOBILIZATION READINESS COURSE

**SCOPE:** This one week course provides full-time and part-time leadership an in-depth view of the unit level preparation for mobilization. The course provides a view of all five (5) phases of mobilization to include Determining Deployment Status of Personnel and the Soldier Readiness Process. This course is specifically designed to train tasks associated with the mobilization of ARNG units into the Active Component for 30 days or more.

**PREREQUISITES:** AKO and GKO access

**PURPOSE:** This ARNG Specific course is designed to train ARNG Unit and Battalion level personnel involved in Mobilization Planning and the Preparation for Mobilization/Deployment. The audience for this course is ARNG AGR/ Full-Time Unit Support (FTUS) and Technician personnel holding the grade of E5 to O5 involved with unit level mobilization preparation. This course does not award MOS or AOC which is within the purview of Fort Jackson. This course is MOS immaterial and is for personnel directly involved with planning and implementation of Unit mobilization.

**TARGET AUDIENCE:** The target audience for this course is Full-Time Unit Support (FTUS) Personnel, Unit Movement Officers/NCO's, Company and Battalion Commanders, CSMs/1SGs and staff after notification of pending mobilization.

**LENGTH:** One week

**POC:** ARNG-PEC-HRT COMM (501) 212-4644, DSN 962-4644

# HRR-022A ARNG UNIT TRAINING NCO COURSE

**SCOPE:** This one week course provides an in-depth view of the unit level training requirements to include roles and responsibilities of the Unit Training NCO to help manage and implement individual and collective training. The responsibilities include the METL development process, planning, execution and assessment of unit training, and individual and collective mandatory training requirements. This courses helps Commanders align with AR 350-1 and AC annual training requirements.

**PREREQUISITES:** All students should have authorized access (Logon ID and valid password) to ATRRS, DTMS and AKO prior to class report date.

**PURPOSE:** This course is designed to train ARNG AGR/ Full-Time Unit Support (FTUS) and Technician personnel holding the grade of E5-E7 and assigned as a Training NCO for a Company/Battalion/Brigade. This course provides ARNG full time personnel positioned or soon to be positioned as a Training NCO at the unit level with the knowledge and expertise required to utilize ARNG specific business processes and computer systems used in daily operations to manage and implement required individual and collective training. This course does not award MOS or AOC which is within the purview of Fort Jackson. This is not an official MOS or MTOE position.

**TARGET AUDIENCE:** Entry level AGR/FTUs personnel being assigned to a training NCO unit position. AGR/FTUS personnel currently assigned, or anticipating being assigned to the MTOE/TDA unit position should

be sent within 6 months of assignment as per NGB Memo ARNG-HRZ, dated 21 May 2013, Subject: Professional Education Center FY-13/14 Full Time Manning Training.

**LENGTH:** One week, (40) forty hour resident phase.

**POC:** ARNG-PEC-HRT COMM (501) 212-4644, DSN 962-4644

# HRR-022B ARNG TRAINING OFFICER/OPERATION NCO COURSE

**SCOPE:** This 1 week course provides personnel assigned principle duties as Training Officer/Operations NCO view of the Battalion/Brigade/State Trainers the management of METL development process, the planning, execution, and overall assessment and evaluation of organizational training at the current level assigned and lower. Students will also learn how to perform functions within applications such as Digital Training Management System (DTMS), Force Management Structure Web (FMSWEB), and Army Training Requirement and Resources System (ATRRS).

**PREREQUISITES:** Students should have authorized access with a User ID and Password or Common Access Card (CAC) to DTMS, AKO, and FMSWEB prior to report date.

**PURPOSE:** This course is designed to train AGR/ Full-Time Unit Support (FTUS) and Technician personnel holding the grade of E-7 through E-9 and CW2 – O4 currently assigned or anticipating assignment as the Training Officer or Operations NCO at a Battalion/Brigade/State level position. This course provides ARNG full time personnel positioned or soon to be positioned as a Training Officer or Operations NCO at the Battalion/Brigade/State level with the knowledge and expertise required to utilize ARNG specific business processes and computer systems used in daily operations to plan and evaluate requirements for individual and collective training. This course does not award MOS or AOC. This course is MOS immaterial.

**TARGET AUDIENCE:** The student should be FTUS/ AGR/ Technician personnel being assigned to a MTOE/ TDA Battalion, Brigade or State level position. FTUS/AGR/Technician personnel currently assigned or anticipating being assigned to the MTOE/TDA Battalion/Brigade/State Level position should be sent within 6 months of their assigned date as per NGB Memo ARNG-HRZ, dated 21 May 2013, Subject: Professional Education Center FY-13/14 Full Time Manning Training.

**LENGTH:** One week, (40) forty hour resident phase

**POC:** ARNG-PEC-HRT COMM (501)212-4644, DSN 962-4644

# HRR-030 ARNG OFFICER IN CHARGE (DISTANCE LEARNING)

**SCOPE:** Provides newly assigned BN AOs and OICs the regulatory guidance and leadership techniques required to supervise a battalion or equivalent command on a full time basis. Topics include tenants of leadership, training, AGR and technician management directives, strength maintenance, and personnel issues. Knowledge based training will also address: Army Inspection Program, Family Care Plans, ARNG Transformation, Force Structure, MPVD overview, Review of LOD's, Mobilization issues.

**PREREQUISITES:** AKO Access, GKO access, and CAC

**PURPOSE:** To provide Officers the tools and management techniques needed to ensure key items and areas are managed and controlled based on position and responsibility.

**TARGET AUDIENCE:** Newly assigned officers who have been placed in positions of leadership within Battalions, Brigades, and personnel who anticipate being assigned to the OIC position within the next 6 months.

**LENGTH:** N/A

**POC:** Contact your Training Readiness NCO to register in ATRRS; for additional assistance call 1-800-821-3097 or email: helpdeskngb@ng.army.mil

# HRR-PIMS ARNG PERSONNEL INFORMATION MANAGEMENT SYSTEM (PIMS)

**SCOPE:** This course provides training for newly assigned SIDPERS analyst and data entry personnel who manage or maintain data in the SIDPERS database. Training is comprised of critical tasks and knowledge in the following areas: Basic knowledge of NGB Pam 25- 10, Basic Knowledge of AISM 25-P19-HSD-HPC-EM (Automated Information System Manual), Navigation of the SIDPERS Client Application, and understanding of Organizational Hierarchy.
**PREREQUISITES:** none
**TARGET AUDIENCE:** This course is applicable to newly assigned data analyst assigned to work at the State Personnel Office and who deal directly with SIDPERS data entry and maintenance. It provides
an opportunity to learn the basic skill sets required for the SIDPERS analyst position in a school house environment. Most of the knowledge comes from small group practical exercises, hands on training, and group discussion.
**POC:** ARNG-PEC-HRT COMM (501) 212-4644, DSN 962-4644
**LENGTH:** 5 days

# EDU-ESC ARNG EDUCATION SERVICES COURSE

**SCOPE:** This course provides education and incentives instruction for the state ESO servicing civilian/DoD education organizations and the ARNG. This course is composed of multifunctional tasks which support critical skills necessary for the success of the ESO and prepare the ESO to administer and manage the education, incentives, and counseling core competencies directly related to Strength Readiness, Professional Development, and Recruiting & Retention operations of the Army National Guard.
**PREREQUISITES:** N/A
**PURPOSE:** This one week resident course is designed to train AGR/ Full-Time Unit Support (FTUS) and Technician personnel holding the grade of CW2 - O5 and DA Civilians (GS09 – GS12) assigned as the Education Services Officer (ESO) for a state or territory to administer and manage all education, incentives, and counseling programs at the state level. This course does not award MOS or AOC which is within the purview of Fort Jackson. It provides training for ARNG full-time personnel that perform the daily duties of a position classified as MOS immaterial.
**TARGET AUDIENCE:** The Education & Incentives Services Officer (ESO) Course is designed for AGR/ FTUS and Technician personnel holding the grade of CW2-O5 and DA Civilians (GS09 – GS12) assigned as new ESOs and senior education technician staff for a state or territory. AGR/FTUS and technician personnel currently assigned as the ESO should attend this course within 6 months of assignment as per NGB Memo ARNG-HRZ, dated 21 May 2013 Subject: Professional Education Center FY-13/14 Full Time Manning Training. The Director, Army National Guard determines this course to be mandatory training.
**LENTH:** 1 Week
**POC:** ARNG-PEC-HRT COMM (501) 212-4805, DSN 962-4805

# EDU-GIBMC ARNG GI BILL MANAGER COURSE

**SCOPE:** This course provides GI Bill management instruction for the state GI Bill Managers servicing the ARNG. This course is composed of multifunctional tasks which provide the critical skills necessary to prepare the GI Bill Manager to establish eligibility for GI Bill programs and issue, certify, and maintain records associated with various GI Bill programs for eligible ARNG Soldiers. This course also provides personnel with an in-depth view of the ARNG specific systems, regulations, and policies required to manage the GI Bill programs in the state or territory.
**PREREQUISITES:** N/A
**PURPOSE:** This one week resident course is designed to train AGR/ Full-Time Unit Support (FTUS) and Technician personnel holding the grade of E5- E8 and CW2 – O4 assigned as the GI Bill Manager for a state or

territory how to establish eligibility and manage benefits and funds for various GI Bill programs at the state level. This course does not award MOS or AOC which is within the purview of Fort Jackson. It provides training for ARNG full-time personnel that perform the daily duties of a position classified as MOS immaterial. This training is conducted as a safeguard to ensure proper financial management of federal funds for ARNG Soldier education benefits. Previous management internal control audits identified material weaknesses in this area that this training is designed to correct.

**TARGET AUDIENCE:** The GI Bill Manager Course is primarily designed for AGR/FTUS and Technician personnel holding the grade of E5- E8 and CW2 – O4 assigned as new GI Bill Managers for a state or territory. Secondary audience for the GI Bill Manager course consists of personnel assigned to any duty position within the Education Services Office for a state or territory responsible for the primary duties of a GI Bill Manager. AGR/ FTUS and Technician personnel currently assigned as the GI Bill Manager should attend this course within 6 months of assignment. The Director, Army National Guard determines this course to be mandatory training.

**LENGTH:** 1 Week

**POC:** ARNG-PEC-HRT COMM (501) 212-4805, DSN 962-4805

# EDU-IMC ARNG INCENTIVE MANAGER COURSE

**SCOPE:** This course provides SRIP and LRP management instruction to the state IM servicing the ARNG. This course is composed of multifunctional tasks which provide the critical skills necessary to establish eligibility, process payments, and resolve violations for various SRIP and LRP programs for the ARNG, including Bonuses, Student Loan Repayments, and MGIB-SR Kicker benefits. This course also provides personnel with an in-depth view of the ARNG specific systems, regulations, and policies required to manage the SRIP and LRP programs in the state or territory and to safe guard against mismanagement of funds.

**PREREQUISITES:** N/A

**PURPOSE:** This one week resident course is designed to train AGR/ Full-Time Unit Support (FTUS) and Technician personnel holding the grade of E6 – CW2 assigned as the Incentive Manager (IM) for a state or territory how to manage and administer ARNG Selected Reserve Incentive Programs (SRIP) and Loan Repayment Programs (LRP) for eligible ARNG Soldiers via the Guard Incentive Management System (GIMS). It provides training for ARNG full-time personnel that perform the daily duties of a position classified as MOS immaterial. This course does not award MOS or AOC. This training is conducted as a safeguard to ensure proper financial management of federal funds for ARNG enlistment/retention incentives. Previous management internal control audits identified material weaknesses in this area that this training is designed to correct.

**TARGET AUDIENCE:** The Incentive Manager Course is primarily designed for AGR/FTUS and Technician personnel holding the grade of E6 – CW2 assigned as new Incentive Managers for a state or territory. Secondary audience for the Incentive Manager course consists of personnel assigned to any position within the Education Services Office for a state or territory responsible for the primary duties of an Incentive Manager. AGR/FTUS and Technician personnel currently assigned as the Incentive Manager should attend this course within 6 months of assignment as per NGB Memo ARNG-HRZ, dated 21 May 2013 Subject: Professional Education Center FY-13/14 Full Time Manning Training. The Director, Army National Guard determines this course to be mandatory training.

**LENGTH:** 1 Week

**POC:** ARNG-PEC-HRT COMM (501) 212-4805, DSN 962-4805
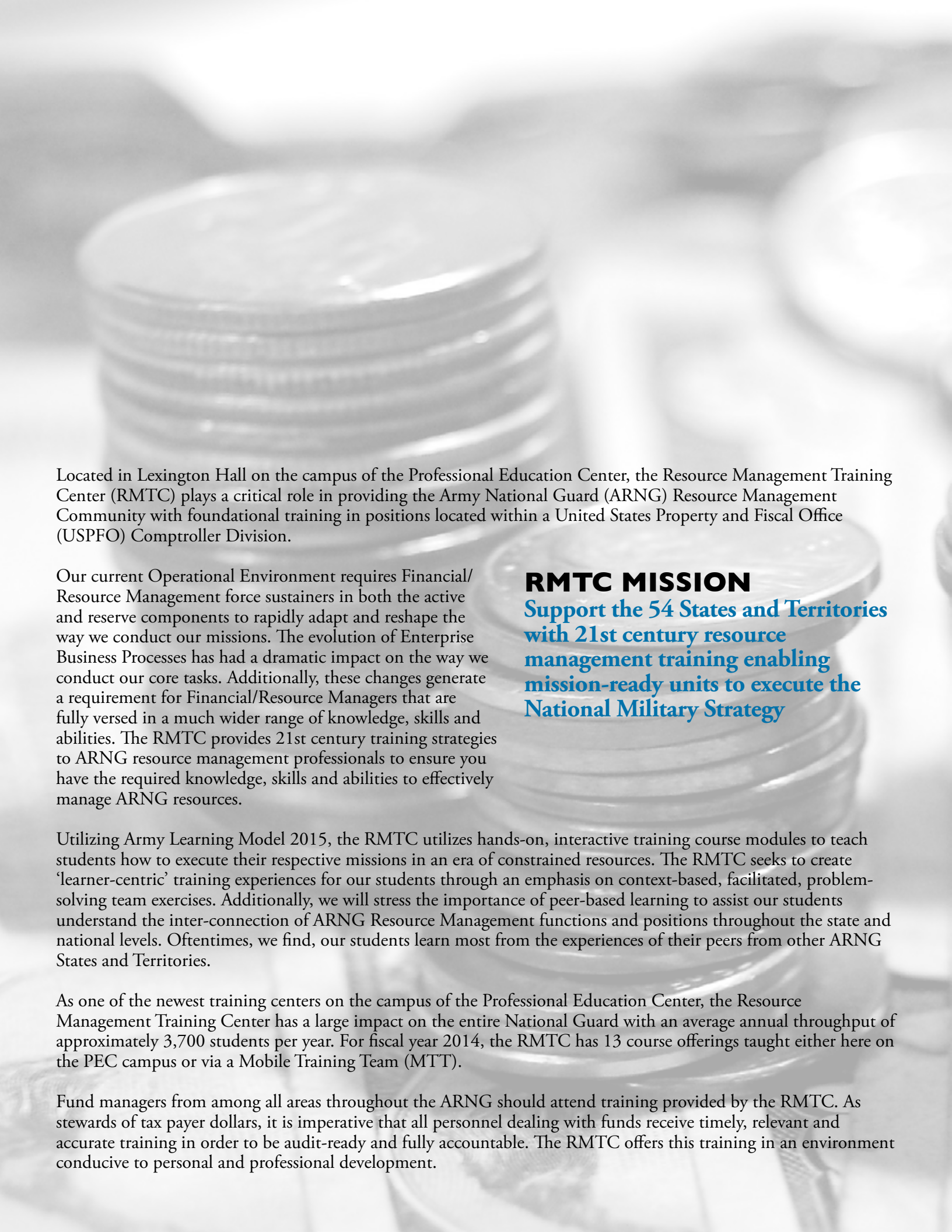
# RMTC
## RESOURCE MANAGEMENT TRAINING CENTER

PEC

| DIRECTOR | (501) 212-4653 |
| NCOIC | (501) 212-4627 |

Located in Lexington Hall on the campus of the Professional Education Center, the Resource Management Training Center (RMTC) plays a critical role in providing the Army National Guard (ARNG) Resource Management Community with foundational training in positions located within a United States Property and Fiscal Office (USPFO) Comptroller Division.

Our current Operational Environment requires Financial/Resource Management force sustainers in both the active and reserve components to rapidly adapt and reshape the way we conduct our missions. The evolution of Enterprise Business Processes has had a dramatic impact on the way we conduct our core tasks. Additionally, these changes generate a requirement for Financial/Resource Managers that are fully versed in a much wider range of knowledge, skills and abilities. The RMTC provides 21st century training strategies to ARNG resource management professionals to ensure you have the required knowledge, skills and abilities to effectively manage ARNG resources.

## RMTC MISSION
**Support the 54 States and Territories with 21st century resource management training enabling mission-ready units to execute the National Military Strategy**

Utilizing Army Learning Model 2015, the RMTC utilizes hands-on, interactive training course modules to teach students how to execute their respective missions in an era of constrained resources. The RMTC seeks to create 'learner-centric' training experiences for our students through an emphasis on context-based, facilitated, problem-solving team exercises. Additionally, we will stress the importance of peer-based learning to assist our students understand the inter-connection of ARNG Resource Management functions and positions throughout the state and national levels. Oftentimes, we find, our students learn most from the experiences of their peers from other ARNG States and Territories.

As one of the newest training centers on the campus of the Professional Education Center, the Resource Management Training Center has a large impact on the entire National Guard with an average annual throughput of approximately 3,700 students per year. For fiscal year 2014, the RMTC has 13 course offerings taught either here on the PEC campus or via a Mobile Training Team (MTT).

Fund managers from among all areas throughout the ARNG should attend training provided by the RMTC. As stewards of tax payer dollars, it is imperative that all personnel dealing with funds receive timely, relevant and accurate training in order to be audit-ready and fully accountable. The RMTC offers this training in an environment conducive to personal and professional development.

# ACCTG-101 USPFO ACCOUNTING (PHASE I)

**SCOPE:** This resident course provides functional training for fiscal accounting technicians to research transactions, read reports, and create adjustments for accounts that are specific solely to the ARNG and who have not been working previously as accounting technicians. The Defense Finance and Accounting Service (DFAS) performs these functions for the active component.

**PREREQUISITES:** ARNG Fiscal Law (NGRMFL-101) is recommended. We also recommend students take the Planning Programming, Budgeting and Execution System (PPBES) course offered at the Financial Management School at Fort Jackson, SC (DL or Resident). Students need password access for GFEBS.

**PURPOSE:** To train United States Property and Fiscal Office (USPFO) Accounting Technicians how to verify availability of funds for obligations and the propriety of fund citations. Additionally, technicians receive training on how to prepare account adjustment documents for the USPFO, Financial Manager, Accounting Officer, and State Funds Managers. This course does not award a MOS. Dual-status USPFO Accounting Technicians perform fulltime duty in a Table Distribution and Allowances (TDA) organization and may or may not hold an accounting-related MOS.

**TARGET AUDIENCE:** Newly assigned accounting technicians within the USPFO Comptroller Division that have less than 6 months experience.

**LENGTH:** 5 days

**POC:** ARNG-PEC-RMTC, COMM (501) 212-6663 DSN 962-6663


# ACCTG-102 USPFO ACCOUNTING (PHASE II)

**SCOPE:** This resident course provides functional training for experienced accounting technicians to process pre-validations of disbursements, account corrections, and utilize system tools to properly conduct research of reservations, obligations, and disbursements for accounts that are specific solely to the ARNG and who have been working as an accounting technician for at least a year. The Defense Finance and Accounting Service (DFAS) performs these functions for the active component.

**PREREQUISITES:** USPFO Accounting (Phase I) (ACCTG-101). ARNG Fiscal Law (NGRMFL-101) is recommended. We also recommend students take the PPBES course offered at the Financial Management School at Fort Jackson, SC (DL or Resident). Students need password access for OLRV, ODS, AFCOS and GFEBS.

**PURPOSE:** To train experienced United States Property and Fiscal Office (USPFO) Accounting Technicians how to perform the recording, reconciliation, and reporting of complex ARNG accounting transactions to the USPFO, Financial Manager, Accounting Officer, and State Funds Managers. Technicians receive training to analyze accounting documents, reconcile un-liquidated functions, correct daily edits, process transactions for others, as well as the maintenance of general, subsidiary and memorandum ledgers while utilizing manual and automated systems. This course does not award a MOS. Dual-status USPFO Accounting Technicians perform fulltime duty in a Table Distribution and Allowances (TDA) organization and may or may not hold an accounting-related MOS.

**TARGET AUDIENCE:** Accounting technicians within the USPFO Comptroller Division with at least 12 months in their current duty assignment.

**LENGTH:** 5 days

**POC:** ARNG-PEC-RMTC, COMM (501) 212-6663, DSN 962-6663


# ACCTG-202 USPFO STAFF ACCOUNTANT COURSE

**SCOPE:** This resident course provides functional training for Staff Accountants to provide oversight of audit readiness, manage internal controls and execute the quality assurance program within the USPFO for the Comptroller division. It also provides updated current skills and perspective on evolving trends within the ARNG resource management USPFO systems.

**PREREQUISITES:** We recommend students take the PPBES course offered at the Financial Management School at Fort Jackson, SC (DL or Resident).

**PURPOSE:** To train new United States Property and Fiscal Office (USPFO) Staff Accountant personnel on the

fundamental skills and tools necessary to become an effective Staff Accountant performing the quality assurance function within the USPFO Comptroller Division. There are no comparable positions within the active component. This course does not award a MOS.

**TARGET AUDIENCE:** Staff Accountants, Deputy Financial Managers, Budget Officers, Supervisory Financial Technicians, Accounting Officers and any other applicable USPFO Comptroller Division personnel with less than 6 months experience.

**LENGTH:** 5 days

**POC:** ARNG-PEC-RMTC, COMM (501) 212-6663, DSN 962-6663

# ACCTG-301 USPFO ACCOUNTING OFFICER COURSE

**SCOPE:** This resident course provides functional training for USPFO Accounting Officers to provide supervisory management and oversight for ARNG accounting transactions and processes. The Defense Finance and Accounting Service (DFAS) provides supervisory accounting functions for the active component.

**PREREQUISITES:** USPFO Accounting (Phase I) (ACCTG-101), and USPFO Accounting (Phase II) (ACCTG-102). ARNG Fiscal Law (NGRMFL-101) is recommended. We also recommend students take the PPBES course offered at the Financial Management School at Fort Jackson, SC (DL or Resident). Students need to have password access for the General Fund Enterprise Business System (GFEBS).

**PURPOSE:** To train new and experienced United States Property and Fiscal Office (USPFO) Accounting Officers how to advise the USPFO and ARNG staff officers on operational accounting and related matters. This course provides foundational training focusing on the role of the Accounting Officer as a part of the full-time USPFO staff who furnishes financial advice, data, and assets in the preparation of estimates, recommendations, plans, and ARNG funded programs to the Comptroller, state Fund Managers, and the USPFO. This course does not award a MOS. Dual-status USPFO Accounting Technicians perform fulltime duty in a Table Distribution and Allowances (TDA) organization and may or may not hold an accounting or finance MOS.

**TARGET AUDIENCE:** Newly assigned Accounting Officers and Supervisory Operating Accountants working within the USPFO Comptroller Division with less than 6 months experience.

**LENGTH:** 5 days

**POC:** ARNG-PEC-RMTC, COMM (501) 212-6663, DSN 962-6663

# IDTFM-101 USPFO INACTIVE DUTY TRAINING (IDT) FUNDS MANAGEMENT

**SCOPE:** This resident course provides functional training for IDT Fund Managers to provide institutional training for the IDT Fund Manager to reconcile negative un-liquidated obligations, by fiscal station, explain how to utilize future cost report s created for drills and additional IDT periods, work with other codes in the system, process Unsatisfactory Participation Report, prepare Status of Funds Worksheet resulting in a balance of IDT authorizations with AFP and financial plan status report.

**PREREQUISITES:** Distance Learning Course: Automated Funds Control Order System V2. This course is available at: https://guardu.ellc.learn.army.mil (click on courses, browse course catalog, then input DL course title). Certificate of completion for DL course must be brought to class. We recommend students take ARNG Fiscal Law Course (NGRMFL-101). We also recommend students take the PPBES course offered at the Financial Management School at Fort Jackson, SC (DL or Resident).

**PURPOSE:** To train new United States Property and Fiscal Office (USPFO) Inactive Duty Training (IDT) Funds Managers how to effectively and efficiently utilize and execute ARNG Appropriated funding for IDT as one of the largest ARNG Programs within each ARNG State and Territory. This course does not award a MOS. There are no comparable positions within the active component.

**TARGET AUDIENCE:** All ARNG State and Territory IDT Fund/Program Managers.

**LENGTH:** 5 days

**POC:** ARNG-PEC-RMTC, COMM (501) 212-6663, DSN 962-6663

# NGBO-201 USPFO BUDGET OFFICERS COURSE

**SCOPE:** This resident course provides functional training for Budget Officers, Deputy Financial Managers, Accounting Officers, and Staff Accountants to provide a working knowledge of ARNG Financial Management processes and procedures. Emphasis is placed on the Federal Budget process, State Operating Budget, obligation planning, budget formulation/execution, fund controls, Program Manager Operations, Fiscal Law, Anti-Deficiency reporting, financial management systems, and management controls.
**PREREQUISITES:** ARNG Fiscal Law (NGRMFL-101) is recommended. We also recommend students take the PPBES course offered at the Financial Management School at Fort Jackson, SC (DL or Resident).
**PURPOSE:** To train United States Property and Fiscal Office (USPFO) Budget Officers how to provide management oversight and guidance to the budget formulation and execution of their ARNG State or Territory budget. Additionally, students receive training on how to coordinate throughout the federal budget process and establish a methodology for an effective and broad system of financial internal controls while ensuring the maximum utilization of financial resources for all 54 states and territories. There are no comparable positions within the active component. This course does not award a MOS.
**TARGET AUDIENCE:** Newly assigned Budget Officers, Deputy Financial Managers, Accounting Officers, and Staff Accountants within the USPFO Comptroller Division.
**LENGTH:** 5 days
**POC:** ARNG-PEC-RMTC, COMM (501) 212-6663, DSN 962-6663

# NGDTS-101 ARNG DEFENSE TRAVEL SYSTEM (DTS) ORGANIZATIONAL TRAVEL ADMINISTRATOR (ODTA)

**SCOPE:** This resident course provides functional training for ARNG ODTA's to manage travel for ARNG Dual and Non-dual Status Technicians, Traditional ARNG Soldiers, and AGR Soldiers, create and accept self-registrations for incoming Soldiers, run reports, manage travel documentation for Soldiers, and maintain a help desk to troubleshoot problems with authorizations, vouchers and local vouchers.
**PREREQUISITES:** Students must bring copies of their Certificate of Training for:
(1) DTS Certifying Officers Legislation (COL) Training
(2) Copy of their DD Form 577 Signature Card.
**PURPOSE:** To train ARNG Organizational Defense Travel Administrators (ODTA's) the skills necessary to administer the Defense Travel System (DTS) for a brigade down to a company-size level. Students receive training using specific scenarios related to managing ARNG Dual and Non-dual Status Technician travel, Traditional ARNG Soldiers travel, Active Guard Reserve Soldier travel, as well as, unit travel. This course is non-applicable to active component travel hierarchy. This course does not award a MOS.
**TARGET AUDIENCE:** ARNG Individuals appointed or assigned to the position of ODTA.
**LENGTH:** 5 days
**POC:** ARNG-PEC-RMTC, COMM (501) 212-6663, DSN 962-6663

# NGDTS-102 ARNG DEFENSE TRAVEL SYSTEM (DTS) LEAD TRAVEL ADMINISTRATOR (LDTA)

**SCOPE:** This resident course provides functional training for LDTA's on the creation and application of a DTS hierarchy for an ARNG State/Territory and performing help desk functions for each ARNG State/Territory 's Organizational Defense Travel Administrators (ODTAs). Skills taught include trouble shooting authorizations, vouchers and local vouchers, setting up and maintaining DTS for a site, routing list maintenance, applying global group membership rules, training travelers and other DTS administrators, and processing of authorizations, vouchers and local vouchers.

**PREREQUISITES:** ARNG Defense Travel System (DTS)
Organizational Travel Administrator (ODTA) and (NGDTS-101).
Students must bring copies of their Certificate of Training for:
(1) DoD Traveler Web Based Training for "City Pair Program", "DTS", "Travel Polices" and "Rental Car Program" from the DTS Training WEB Site http://www.defensetravel.dod.mil/
(2) DTS Certifying Officers Legislation (COL) Training
(3) Copy of their DD Form 577 Signature Card.
**PURPOSE:** To train ARNG Lead Defense Travel Administrator's (LDTA's) the skills necessary to administer the Defense Travel System (DTS) for an ARNG State or Territory. Students receive training to specifically deal with managing Dual Status Technician travel, Traditional ARNG Soldier travel, Active Guard Reserve (AGR) Soldier travel, as well as, unit travel up to a Brigade size element. This course is non-applicable to the active component travel hierarchy. This course does not award a MOS.
**TARGET AUDIENCE:** Individuals appointed to the position of LDTA located within the USPFO Comptroller Division in need of initial or refresher training.
**LENGTH:** 5 days
**POC:** ARNG-PEC-RMTC, COMM (501) 212-6663, DSN 962-6663

# NGFM-301 USPFO FINANCIAL MANAGERS COURSE

**SCOPE:** This resident course provides functional training for Financial Managers, Deputy Financial Managers, Budget Officers, Accounting Officers, or Staff Accountants within the Comptroller Division to provide focus on ARNG financial management, the federal budget process, state operating budget, funds control management, fiscal law, reconciliations, accounting operations, reporting requirements, pay and examination functions, and management controls.
**PREREQUISITES:** ARNG Fiscal Law (NGRMFL-101) is recommended. We also recommend students take the PPBES course offered at the Financial Management School at Fort Jackson, SC (DL or Resident).
**PURPOSE:** To train new United States Property and Fiscal Office (USPFO) Financial Managers how to ensure proper execution of all federally appropriated funds in compliance with Army audit readiness. Additionally, students receive experiential learning using ARNG specific policies on how to perform duties while serving as the Comptroller for their respective ARNG State or Territory. There are no comparable positions within the active component. This course does not award a MOS.
**TARGET AUDIENCE:** Newly assigned Financial Manager's, Deputy Financial Managers, Deputy USPFOs, Budget Officers, Accounting Officers and Staff Accountants within the USPFO Comptroller Division.
**LENGTH:** 5 days
**POC:** ARNG-PEC-RMTC, COMM (501) 212-6663, DSN 962-6663

# NGRM-102 ARNG ACTIVITY MANAGERS/BUDGET ANALYST COURSE

**SCOPE:** This resident course provides functional training for ARNG Activity Managers/Budget Analyst regarding duties and responsibilities, basic government budget fundamentals, maintaining and reconciling accounts and funds, and key legal and administrative fund controls.
**PREREQUISITES:** ARNG Fiscal Law (NGRMFL-101) is recommended. We also recommend students take the PPBES course offered at the Financial Management School at Fort Jackson, SC (DL or Resident).
**PURPOSE:** To train ARNG Activity Managers and Budget Analysts to execute and manage ARNG specific appropriations (e.g. OMNG, NGPA, MCNG) and programs (e.g. Annual Training, MilTech, Schools and Special Training, State Partnership Program); utilizing ARNG specific systems (e.g. AFCOS/STANFINS) to ensure able and ready ARNG units. This course does not award a MOS.
**TARGET AUDIENCE:** Army National Guard Program Managers, Account Managers, Activity Managers and Level 5 AFCOS approving officials (all 54 states/territories and NGB personnel managing funds).
**LENGTH:** 5 days
**POC:** ARNG-PEC-RMTC, COMM (501) 212-6663, DSN 962-6663

# NGRMFL-101 ARNG FISCAL LAW

**SCOPE:** This resident and mobile training team course provides current fiscal law training confronting Fiscal Law issues within the ARNG and meets the mandatory training requirements for fund managers outlined in the DoDFMR as well as the Army's Comptroller Accreditation Program for CP11 and FA36 personnel.
**PREREQUISITES:** N/A
**PURPOSE:** To train ARNG resource managers, fund holders, funds certifying officials, authorizing officials and any other ARNG officials responsible for the expenditure of Federally Appropriated Dollars in accordance with the three (3) year mandatory Fiscal Law training requirement outlined in paragraph 020401, Section B.3., Volume 14 of the DoD Financial Management Regulation (DoDFMR). Students receive training to follow Fiscal Law pillars of Purpose, Time, and Amount. This course does not award a MOS.
**TARGET AUDIENCE:** Personnel assigned throughout the ARNG with responsibility of managing and certifying federal funds.
**LENGTH:** 4 days
**POC:** ARNG-PEC-RMTC, COMM (501) 212-6663, DSN 962-6663

# NGTVL-101 USPFO BEGINNERS GOVT TRVL CARD AGENCY PROG COORDINATOR

**SCOPE:** This resident course provides functional training for Agency Program Coordinators (APCs) to obtain the knowledge, skills and abilities required to serve as an APC for the ARNG Government Travel Card Program. The training includes managing application and various reports such as delinquency, expired card, suspension detail, blocked merchant category codes, declined authorization and non-travel related activity report.
**PREREQUISITES:** Attendees must be able to access GKO with a CAC (bring username & password). Attendees must be able to access CitiDirect Card Management System (CCMS) - bring username & password. Attendees must know their GTCC hierarchy level.
**PURPOSE:** To train United States Property and Fiscal Office (USPFO) Government Travel Card Agency Program Coordinators (APCs) on procedures and tasks required to manage the ARNG Government Travel Card Program. Specifically, students receive training as APCs on the requirements for understanding travel for Military Technicians, Active Guard Reserve (AGR) Soldiers and Traditional ARNG Soldiers to mitigate delinquency rates and recoup overpayments. This course is non applicable to active component travel hierarchy. This course does not award a MOS. There are no comparable positions within the active component.

**TARGET AUDIENCE:** This course is limited to personnel assigned as the Government Travel Card Agency Program Coordinator (or alternate).
**LENGTH:** 4 days
**POC:** ARNG-PEC-RMTC, COMM (501) 212-6663, DSN 962-6663

# SFINT-201 USPFO SUPERVISORY FINANCIAL TECHNICIAN

**SCOPE:** This resident course provides functional training for Supervisory Financial Technicians to ensure timely and accurate pay and entitlements for ARNG Soldiers and Technicians in accordance with pay policies and regulations.
**PREREQUISITES:** ARNG Fiscal Law (NGRMFL-101) is recommended. We also recommend students take the PPBES course offered at the Financial Management School at Fort Jackson, SC (DL or Resident).
**PURPOSE:** To train United States Property and Fiscal Office (USPFO) Supervisory Financial Technicians how to supervise an ARNG Entitlements and Voucher Examination Branch within the USPFO Comptroller Division. Students receive training to manage processes related to pay entitlements for the potential myriad of ARNG pay statuses to include: Inactive Duty Training (IDT), Active Duty (AD), T-32 and T-10 Active Duty for Operational Support (ADOS), travel, vendor, technician (dual and non-dual status), mobilization processing, as well as the implementation of internal controls. This course does not award a MOS. Dual-status USPFO Supervisory Financial Technicians perform fulltime duty in a Table Distribution and Allowances (TDA) organization and may or may not hold a finance MOS.
**TARGET AUDIENCE:** Newly assigned Supervisory Financial Technicians within the USPFO Comptroller Division with less than 6 months experience.
**LENGTH:** 5 days
**POC:** ARNG-PEC-RMTC, COMM (501) 212-6663, DSN 962-6663

# ORTC
## ORGANIZATIONAL READINESS TRAINING CENTER

**PEC**

Never satisfied with the status quo, the staff of the Organizational Readiness Training Center (ORTC) leads an on-going effort to seek improvement over time throughout the National Guard by training our military and civilian leaders in the areas of leading organizations and organizational change at the highest levels as well as communicating long range vision and change down through to the lowest levels of an organization.

Courses such as the Facilitator course are designed for leaders at all levels (military and civilian) and focus on training individuals to effectively facilitate meetings, planning sessions and workshops in order to help implement incremental change and improvements within any organization. Additionally, graduates learn individual awareness, group dynamics and interpersonal skills to bring groups to a working consensus so that change can happen.

## ORTC MISSION
**To assist National Guard leaders by providing relevant training in individual, process and organizational improvement**

ORTC also offers fundamentals of strategic planning, basic project management, and organizational process improvement using lean and six sigma principles in three separate, week-long courses. These courses teach officers and enlisted personnel at various levels of their organization how to develop and execute plans and processes that achieve their leadership's vision. Students also learn how to make their organizations both more productive and effective. The tools and concepts taught in each of these courses are reinforced through rigorous small group work.

Much of what is taught in the courses above relate to the Army Communities of Excellence (ACOE) Program. ORTC offers an ACOE Self Assessment course and an ACOE Examiners course. These courses help students gain the knowledge and skills necessary to perform the duties as an internal or external ACOE Examiner. Graduates of both courses are qualified to perform duties as an examiner at the ARNG, USAR, and/or the HQDA level.

Through facilitation, strategic planning, process improvement (through Lean Six Sigma), project management, and much more, the Organizational Readiness Training Center is dedicated to building effective teams and high functioning organizations.

# ORTC-010 ARNG ORGANIZATIONAL GROUP FACILITATION

**SCOPE:** This course is designed to train facilitators to effectively assist Army National Guard Leadership in the facilitation of organizational level meetings.
**PREREQUISITES:** None
**PURPOSE:** This ARNG specific course teaches the skills necessary to manage organizational meetings and obtain full and open participation from attendees with competing interest of varying ranks and backgrounds. This course prepares students to lead change within their respective organizations and is not intended to prepare students as instructors. This course does not award an MOS and is not taught by any active component school.
**TARGET AUDIENCE:** "G1/J1, G3/J3, G5/J5, LSS/CPI Practitioners" Senior NCO thru Senior Officer and assigned/appointed as members of the organization's Continuous Process Improvement team. Is Guard unique and not duplicative in nature.
**LENGTH:** 2 weeks
**POC:** Course Manager COMM (501) 212-4620, DSN 962-4620

# ORTC-110 ARNG STRATEGIC PLANNING & MANAGEMENT

**SCOPE:** Students learn the fundamentals of strategic planning and how to develop strategies and plans to achieve their leadership's vision. Emphasis is placed on producing a plan, implementation of the plan and how to conduct cyclic performance reviews. The course uses facilitated instruction to introduce tools, concepts, and small group work to reinforce their application.
**PREREQUISITES:** None
**PURPOSE:** This ARNG specific course teaches the skills necessary to create multi-year strategic plans, annual performance plans, and annual performance reports and to optimize the delivery and quality of products & services with minimum resource expenditure. This course does not award an MOS and is not taught by any active component school.
**TARGET AUDIENCE:** "G1/J1, G3/J3, G5/J5, LSS/CPI Practitioners" Senior NCO thru Senior Officer and assigned/appointed as members of the organization's Continuous Process Improvement team.
**LENGTH:** 1 week
**POC:** Course Manager COMM (501) 212-6545, DSN 962-6545

# ORTC-200 ARNG ORGANIZATIONAL PROCESS IMPROVEMENT METHODS

**SCOPE:** Students will develop key skills to implement performance improvement efforts and to act on organizational continuous process improvement projects that will support both unit level and strategic level imperatives.
**PREREQUISITES:** None
**PURPOSE:** This ARNG specific course is designed as a one-week introduction to process improvement methods. Emphasis is placed on the concepts of process quality improvement by using tools that enable the identification and the removal of possible causes of defects and minimizing variability in organizational processes. This course does not award an MOS and is not taught by any active component school.
**TARGET AUDIENCE:** "G1/J1, G3/J3, G5/J5, LSS/CPI Practitioners" Senior NCO thru Senior Officer and assigned/appointed as members of the organization's Continuous Process Improvement team.
**LENGTH:** 1 week
**POC:** Course Manager COMM (501) 212-4620, DSN 962-4620

# ORTC-201 ARNG ORGANIZATIONAL PERFORMANCE EXAMINER

**SCOPE:** Students receive training in the application of the Malcolm Baldrige Criteria for Performance Excellence and develop skills to assess the quality of an organizational application. As Army Communities of Excellence Examiners, students develop analytical and consensus-building skills and a systems perspective of organizational performance. Students receive training to review, write an analysis of, and score applications. Students will also prepare final scorebooks that are the foundation for written feedback reports to organizations.
**PREREQUISITES:** (ORTC-202) ARNG Organizational Self-Assessment
**PURPOSE:** This ARNG specific course provides students a consistent methodology for assessing the principles found in the Government Performance Results Act (GPRA) and can be applied equally no matter which specific management discipline or philosophy is adopted by an organization. This course does not award an MOS and is not taught by any active component school.
**TARGET AUDIENCE:** "G1/J1, G3/J3, G5/J5, LSS/CPI Practitioners" Senior NCO thru Senior Officer and assigned/appointed as members of the organization's Continuous Process Improvement team.
**LENGTH:** 1 week
**POC:** Course Manager COMM (501) 212-4989, DSN 962-4989

# ORTC-202 ARNG ORGANIZATIONAL SELF-ASSESSMENT

**SCOPE:** The Organizational Self-Assessment course supports continuous organizational process improvement. Using the Baldrige Criteria Framework, course graduates are equipped with the knowledge and skills necessary to function as an organizational assessment team member that can competently identify organizational strengths and address opportunities for improvements. While learning the elements and tools for conducting an organizational assessment, course graduates also learn to organize and analyze the assessment findings to create a senior leader brief that highlights process strengths and justifies priorities for organizational improvements.
**PREREQUISITES:** None
**PURPOSE:** This ARNG specific course teaches students to create and assess a performance framework by defining a governance structure and by connecting plans, programs, and performance evaluation information. This course does not award an MOS and is not taught by any active component school.
**TARGET AUDIENCE:** "G1/J1, G3/J3, G5/J5, LSS/CPI Practitioners" Senior NCO thru Senior Officer and assigned/appointed as members of the organization's Continuous Process Improvement team.
**LENGTH:** 1 Week
**POC:** Course Manager COMM (501) 212-4989, DSN 962-4989

# ORTC-203 ARNG BASIC PROJECT MANAGEMENT

**SCOPE:** The course teaches action plan owners and special project officers how to manage and successfully complete action plans or projects. These can support strategic plans, annual performance plans and other special organizational projects.
**PREREQUISITES:** None
**PURPOSE:** This course teaches officers and enlisted personnel to develop and execute action plans or special projects. These projects include one-time special events and/or the action plans that are the result of a deliberate strategic planning process and used to achieve senior leadership's vision of the organization, as outlined in AR 5-1 para 2-2b and 2-2c. This course does not award an MOS and is not taught by any active component school.
**TARGET AUDIENCE:** "G1/J1, G3/J3, G5/J5, LSS/CPI Practitioners" Senior NCO thru Senior Officer and assigned/appointed as members of the organization's Continuous Process Improvement team.
**LENGTH:** 1 week
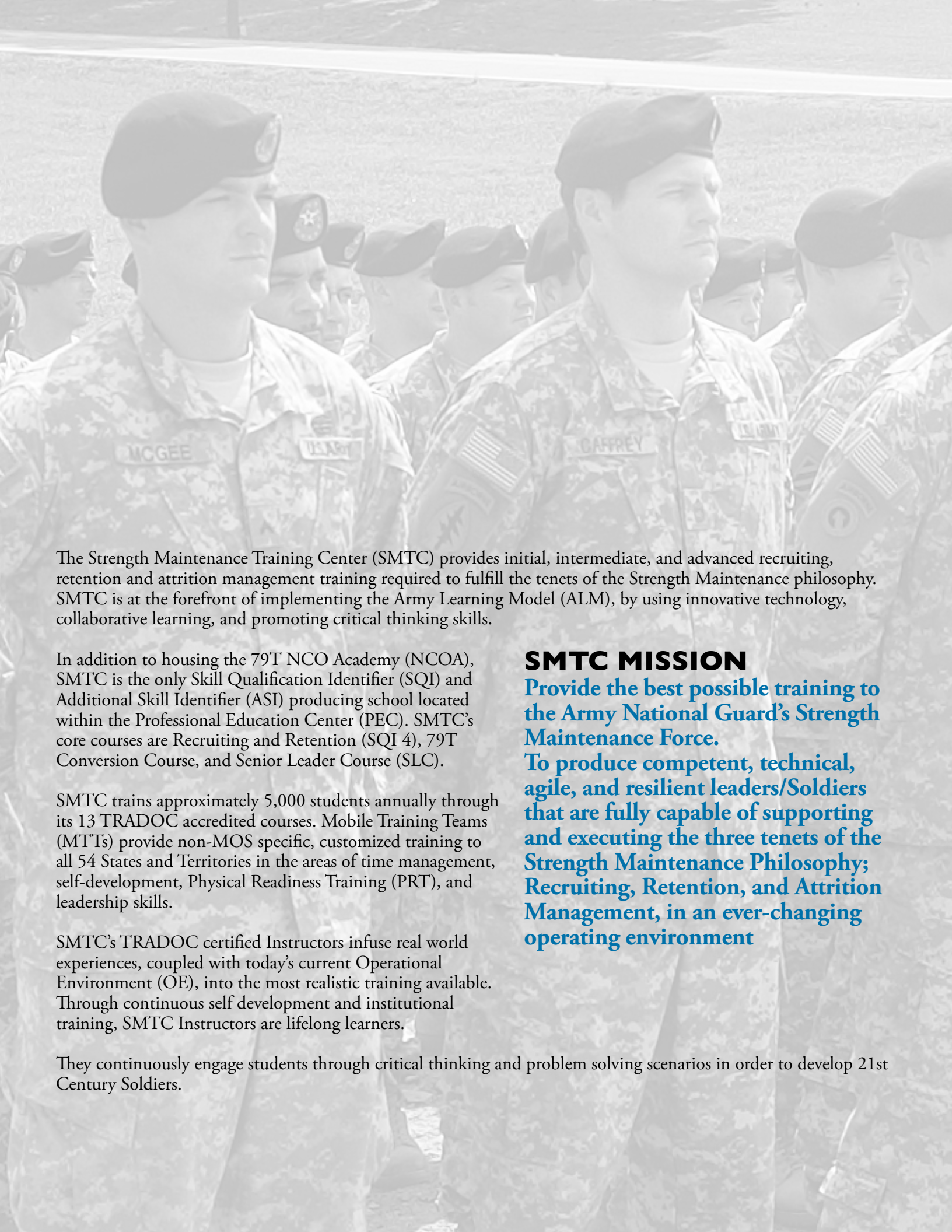**POC:** Course Manager COMM (501) 212- 4556, DSN 962- 4556

| DIRECTOR | (501) 212-4631 |
| NCOIC | (501) 212-4711 |

The Strength Maintenance Training Center (SMTC) provides initial, intermediate, and advanced recruiting, retention and attrition management training required to fulfill the tenets of the Strength Maintenance philosophy. SMTC is at the forefront of implementing the Army Learning Model (ALM), by using innovative technology, collaborative learning, and promoting critical thinking skills.

In addition to housing the 79T NCO Academy (NCOA), SMTC is the only Skill Qualification Identifier (SQI) and Additional Skill Identifier (ASI) producing school located within the Professional Education Center (PEC). SMTC's core courses are Recruiting and Retention (SQI 4), 79T Conversion Course, and Senior Leader Course (SLC).

SMTC trains approximately 5,000 students annually through its 13 TRADOC accredited courses. Mobile Training Teams (MTTs) provide non-MOS specific, customized training to all 54 States and Territories in the areas of time management, self-development, Physical Readiness Training (PRT), and leadership skills.

SMTC's TRADOC certified Instructors infuse real world experiences, coupled with today's current Operational Environment (OE), into the most realistic training available. Through continuous self development and institutional training, SMTC Instructors are lifelong learners.

They continuously engage students through critical thinking and problem solving scenarios in order to develop 21st Century Soldiers.

## SMTC MISSION

**Provide the best possible training to the Army National Guard's Strength Maintenance Force.**

**To produce competent, technical, agile, and resilient leaders/Soldiers that are fully capable of supporting and executing the three tenets of the Strength Maintenance Philosophy; Recruiting, Retention, and Attrition Management, in an ever-changing operating environment**

# 805B-ASIV7 ARNG MEPS GUIDANCE COUNSELOR

**SCOPE:** ARNG MOS 79T are only required to complete the first two weeks of the course at the Professional Education Center-Strength Maintenance Training Center, Camp Robinson, Arkansas. Upon graduation, two weeks for ARNG 79T, the additional skill identifier (ASI) V7 will be awarded by the state Recruiting and Retention Battalion.

**PREREQUISITES:** Only Soldiers in MOS 79T, SSG through MSG, DA Civilians, GS-6 through GS-12, and contractors selected for or occupying a TDA position of ARNG MEPS Guidance Counselor are eligible to attend this course. Student must be assigned to MEPS at least six months prior to attending the course. ARNG Soldiers must have completed the 79T Conversion Course and awarded MOS 79T.

**NOTE:** Course attendance is mandatory within 6 months of assignment.

**PURPOSE:** Provide the training necessary to perform in the positions of Guidance Counselor,

**TARGET AUDIENCE:** Army National Guard enlisted personnel, SGT or above, holding PMOS 79T.

**LENGTH:** 2 weeks

**POC:** http://www.pec.ngb.army.mil/Training/CourseInformation/52

# 805B-F03 ARNG LIAISON/IADT MANAGERS

**SCOPE:** Instruction includes Best Practices Q&A, Duties Responsibilities and Utilization, Present a Military Briefing, Validate Orders, Update a Soldier Status in Vulcan, Introduction to RSP, Counsel ARNG/USAR Soldiers, Determine Alternatives to Separation, and Manage RC Soldiers in Training, Coordinate AWOL Process, Identify Separation Authority, Monitor Line of Duty Investigation.

**PREREQUISITES:** All personnel attending this course must be assigned (or be projected) as an ARNG TRADOC Liaison NCO or as a State IADT Manager. Soldiers assigned as an ARNG TRADOC Liaison NCO or as a State IADT Manager (assigned to a MOS 79T TDA position) must be a graduate of the ARNG Recruiting and Retention NCO (SQI4) course. (State IADT Managers not assigned to a MOS 79T TDA position are exempt from training requirements. However, they are encouraged to attend this course.)

**NOTE:** Duty uniform is the Army Combat Uniform (ACU). If the Student is a civilian contractor the duty uniform is business casual.

**PURPOSE:** To provide ARNG enlisted Soldiers with the knowledge, skills and techniques to perform as an ARNG Recruiting and Retention Liaison/IADT NCO.

**TARGET AUDIENCE:** Soldiers assigned as an ARNG TRADOC Liaison NCO or as a State IADT Manager.

**LENGTH:** 2 weeks

**POC:** http://www.pec.ngb.army.mil/Training/CourseInformation/81

# 805B-F16 ARNG RECRUITING AND RETENTION AUTOMATION

**SCOPE:** This course is designed to equip students with the technical skills and knowledge required to operate, manage, troubleshoot, and repair software and hardware utilized by ARNG Recruiting and Retention Battalions.

**PREREQUISITES:** ARNG enlisted Soldiers with MOS 79T, that are selected for or occupy a Table of Distribution and Allowances (TDA) position of ARNG Recruiting and Retention Automation NCO. Soldiers must have been appointed as Information Assurance Security Officer (IASO) or Assistance Information Assurance Security Officer for the State Recruiting and Retention Command, Army Recruiting Information Support System (ARISS) accounts as a State Operations level user, correct roles assigned in (Identity Management System (IMS), Headquarters Support System Personnel (HSS PER), Guidance Counselor Redesign (GCR), and LEADS,) have completed the on-line IASO Certification Course (from Ft. Gordon), and have been issued a Common Access Card (CAC). Course attendance is mandatory within 6 months of assignment.

**PURPOSE:** The purpose of this course is to provide selected ARNG AGR enlisted MOS 79Ts and civilian personnel with the technical skills and knowledge to perform the duties of an ARNG Recruiting and Retention

Automation NCO for ARNG Recruiting and Retention Battalions.
**TARGET AUDIENCE:** ARNG enlisted Soldiers, SGT or above, qualified as SQI4 or MOS 79T, that are selected for or occupy a TDA position of ARNG Recruiting and Retention Automation NCO.
**LENGTH:** 2 weeks
**POC:** http://www.pec.ngb.army.mil/Training/CourseInformation/129

# 805B-F17 ARNG OFFICER STRENGTH MANAGER COURSE

**SCOPE:** This course is designed to provide a Soldier with the knowledge, skills, and techniques to determine eligibility for officer/warrant officer procurement programs, effectively communicate, prepare accession packets in the web based DCA platform, OSM duties and responsibilities, and incentives.
**PREREQUISITES:** Soldier must be assigned to a T-10 or T-32 OSM position or officer and/or warrant officer recruiting position. Army National Guard AGR Enlisted Soldiers SGT or above, must be qualified as SQI4 or MOS 79T. Once enrolled in ATRRS the student will receive a welcome letter at least 30 days prior to the course start date with instructions for completing prerequisite distance learning training.
**NOTE:** All students attending this course must complete prerequisite online modules. The online modules can be found at: https://ssi.ellc.learn.army.mil. Look for the Officer Strength manager Course and select the course with DL in the title. Duty uniform is the Army Combat Uniform (ACU). Students must bring a copy of their travel orders and their CAC Card.
**SPECIAL INSTRUCTIONS:** All enlisted students that have not completed Recruiting and Retention, 805B-SQI4 or 805B-SQI4 PH2, are required to have an exception to policy memorandum approved by the Chief of the Strength Maintenance Training Center prior to reporting to the class. Contact the Course Manager for an example of the exception to policy memorandum. All exception to policy memorandums must be emailed to the Course Manager NLT ten days prior to the start of the class.
**PURPOSE:** To train selected Army National Guard (ARNG) enlisted, commissioned officer, and warrant officer personnel in the duties and responsibilities of accessing officers and warrant officers into the ARNG.
**TARGET AUDIENCE:** Army National Guard enlisted & officer personnel currently serving in or selected for officer recruiting duties.
**LENGTH:** 2 Weeks
**POC:** http://www.pec.ngb.army.mil/Training/CourseInformation/131

# 805B-F18 79T CONVERSION COURSE

**SCOPE:** This course is required training for selected enlisted Army National Guard (ARNG) Soldiers that have completed the ARNG Recruiting and Retention course and awarded SQI4. Soldiers must have requested and received approval from their state Recruiting and Retention Commander authorizing conversion to MOS 79T.
**PREREQUISITES:** Must be an Army National Guard Recruiting and Retention Noncommissioned Officer (RRNCO) (SQI4), SGT to SFC, who has demonstrated at least one year of successful performance as an ARNG RRNCO (SQI4) and is currently serving in a valid Title 10 or Title 32, 79T, 00F34, or 00F24 position. Title 10 Soldiers must request approval from NGB-GSS and Title 32 Soldiers must receive written approval from their Recruiting and Retention Commander for conversion to primary MOS 79T IAW NGR 600-200, 3-11e(3) and (4) and Figure B-2.
**NOTE:** There is a minimum one (1) year waiting period after a Soldier graduates from Recruiting and Retention, 805B-SQI4 or 805B-SQI4 PH2, before the Soldier can attend the 79T Conversion Course.
**NOTE:** Attention all personnel over 40 years of age, attending the Conversion Course requires that you have an updated PHA; which means it must have been conducted within one year of the report date of the course. Your updated PHA must include the EKG and the over 40 blood work (IAW AR 40-501, ALARACT 217/2006, and NGB Memorandum 07-028, dated 23 August 2007 and 10 April 2007). The EKG and blood work must be within 5 years. Personnel on ADOS/GWOT orders are not authorized to attend the 79T Conversion Course. No exceptions to Policy will be authorized. You should familiarize yourself with the proper execution of PRT (Physical

Readiness Training).
**PURPOSE:** Provide training to ARNG Recruiting and Retention NCOs (RRNCO) (SQI4) that have been recommended for conversion to MOS 79T. This course will provide the training necessary for ARNG Recruiting and RRNCOs to perform the duties of MOS 79T at the ARNG Title 10 and Title 32 levels.
**TARGET AUDIENCE:** Army National Guard, Non-Career RRNCO (SQI4), SGT to SFC, who have demonstrated at least one year of successful performance as a SQI4, and is currently serving in a valid Title 32 (or Title 10) 79T position.
**LENGTH:** 2 weeks
**POC:** http://www.pec.ngb.army.mil/Training/CourseInformation/1307

# 805B-F20 ARNG RECRUIT SUSTAINMENT PROGRAM (RSP) CADRE

**SCOPE:** Instruction includes RSP Overview, Process RSP Soldier, Conduct Battle Hand-off Ceremony, Conduct Soldier Training Readiness Modules (STRM) Presentations, Operate Automated Data bases, RSP Physical Readiness Training, Conduct Professional Development Counseling, Conduct an After Action Review (AAR), Conduct Drill and Ceremonies, and Implement Composite Risk Management.
**PREREQUISITES:** ARNG Soldiers currently must be serving in, or selected for RSP Cadre duties and E-4 and above. All students attending this course must complete the on-line Ethics training and Composite Risk Management Basic Course located on Blackboard at https://ssi.ellc.learn.army.mil. Students must obtain access to the Director's Personnel Readiness Overview (DPRO) and the VULCAN database before attending this course. In addition, all students over 40 years old must have a current over 40 Physical with cardio vascular testing and Blood work in accordance with AR 40-501, ALARACT 217/2006, and NGB Memorandum 07-028, dated 23 August 2007 and 10 April 2007.
**NOTE:** Soldiers with profiles will be considered for enrollment IAW AR 350-1, par. 3-13: a. Profiles. Soldiers with medical profiles (temporary or permanent) due to operational deployment will be permitted by their immediate commanders to attend PME within the guidelines of their profile. Soldiers must arrive at the aforementioned courses of instruction with a copy of their current profile and a memorandum signed by their commander stating the profile is a result of injuries sustained due to operational deployment. b. Soldiers with temporary profiles that are not a result of operational deployment prevent full participation in a course will be removed from school attendance consideration by their immediate commander until the temporary profile is removed. c. Soldiers with a permanent designator of "2" in the physical profile must include a copy of DA Form 3349 (Physical Profile) as part of the course application. They will be eligible to attend appropriate courses and train within the limits of their profile provided they can meet course graduation requirements. Soldiers with a permanent designator of "3" or "4" in their physical profile must include a copy of DA Form 3349 and the results of their Military Medical Review Board (MMRB) as part of the course application. Soldiers who have been before an MMRB, awarded medical limitations, and allowed to retain their occupational classification will be eligible to attend appropriate courses (to include PME) and train within the limits of their profile. Commandants will not disenroll nor deny enrollment of Soldiers into training based on physical profiles in accordance with MMRB rulings. e. Soldiers receiving temporary or permanent physical profiles limitations after enrolling in resident training courses will be evaluated by school commandants and commanders for continued enrollment. Soldiers who:(1) Have met, or will be able to meet graduation requirements, will continue to be trained within the limits of their profile.(2) Are unable to meet graduation requirements will return to their unit or proceed to their PCS unit, and may, if eligible, be enrolled in a later course.
**PURPOSE:** To provide training to select ARNG Soldiers assigned the duties and responsibilities of ARNG RSP Cadre.
**TARGET AUDIENCE:** ARNG Soldiers E-4 and above currently
serving in, or selected for RSP Cadre duties.
**LENGTH:** 2 weeks
**POC:** http://www.pec.ngb.army.mil/Training/CourseInformation/597

# 805B-F21 ARNG RECRUITING PRE-COMMAND

**SCOPE:** This course includes both resident and distance learning instruction for required initial training of an ARNG RRB Leader.

**PREREQUISITES:** Army National Guard enlisted and officer personnel currently serving in or selected for Battalion Leader duties. Army National Guard Officers LTC and MAJ, must be assigned as RRB Commander, or XO. Army National Guard AGR Enlisted Soldiers SGM or CSM, must be assigned as RRB Command Sergeant Major or Operations Sergeant Major. Once enrolled in ATRRS the student will receive an email from the Course Manager with instructions for completing prerequisite training.

**PURPOSE:** To provide ARNG Officer Personnel and Senior Recruiting and Retention NCOs with the knowledge, skills, and techniques to perform as senior leadership in Recruiting and Retention Battalions (RRB).

**TARGET AUDIENCE:** ARNG Recruiting & Retention Sergeants Major must hold MOS 79T. Promotable 79T E-8s who are projected to be assigned as an R&R SGM

**LENGTH:** 1 week

**POC:**  http://www.pec.ngb.army.mil/Training/CourseInformation/61


# 805B-F23 ARNG RESERVE COMPONENT TRANSITION NCO

**SCOPE:** This is a one week course to train T32 AGR Reserve Component Transition NCOs ensuring they understand how to successfully transition ARNG Soldiers between states and coordinate ARNG accessions directly from Active Duty. Instructions include Reserve Component Transition Process, Coordination requirements, REQUEST training, AUVS training, and updates to incentives. This training support the critical tasks that are required to perform the duties and responsibilities of the Reserve Component Transition NCO as identified in NGR 601-1, Chapter 2, Para 2-19.

**PREREQUISITES:** ARNG Recruiting and Retention NCOs or designated alternate personnel assigned to the duty position of RCT NCO. Must be MOS 79T or SQI4 qualified. Course attendance is mandatory within 6 months of assignment.

**NOTE:** Must possess a REQUEST System User ID and password. Password is issued by the request operations Center (ROC) at 1-800-356-2764. Weigh-in conducted IAW AR 600-9. APFU and Class B uniform required. Certificate issued upon completion of training.

**TARGET AUDIENCE:** ARNG Recruiting and Retention NCOs or designated alternate personnel assigned to the duty position of RCT NCO.

**LENGTH:** 1 Week

**POC:** http://www.pec.ng.mil/Training/CourseInformation/51

# 805B-F24 ARNG BATTALION CAREER COUNSELOR

**SCOPE:** This course is required training for newly assigned ARNG Unit Retention NCOs. Instruction includes: Determine Extension/Immediate Reenlistment Eligibility, Explain the Selected Reserve Incentive Program, Evaluate a Unit's Retention Environment, Assist in Providing Career Planning, Conduct a Strength Interview, Conduct a Strength Maintenance Information Briefing, Prepare an Extension Packet.
**PREREQUISITES:** Army National Guard enlisted Soldiers assigned the additional duty as Unit Retention NCO. Must successfully complete the distance learing training prior to the course start date. Must have access to Directors Personnel Readiness Overview (DPRO) and Guard Incentives Management System (GIMS) granted prior to arrival..
**NOTE:** Course attendance is mandatory within 6-months of assignment. Army National Guard Soldiers assigned as additional duty Unit Career Counselors may attend this course.
**PURPOSE:** Train Unit Retention NCOs to become proficient in retaining enlisted Soldiers in the ARNG.
**TARGET AUDIENCE:** Army National Guard Soldiers assigned as additional duty Unit Career Counselors.
**LENGTH:** 2 weeks
**POC:**  http://www.pec.ngb.army.mil/Training/CourseInformation/288

# 805B-F31 ARNG RECRUITING COMPANY PRE-COMMAND

**SCOPE:** This course includes both resident and distance learning instruction for required initial training of an ARNG RRC/R Leader.
**PREREQUISITES:** Army National Guard enlisted & officer personnel currently serving in Company/Region Leader duties. Army National Guard Officers must be assigned as RRC/R Commander. Army National Guard AGR Enlisted Soldiers MSG/E8 must be assigned as RRC/R 1SG. Once enrolled in ATRRS the student will receive an email from the Course Manager with instructions for completing prerequisite distance learning training.
**PURPOSE:** To provide ARNG Officer Personnel and Senior Recruiting and Retention NCOs with the knowledge, skills, and techniques to perform as senior leaders in Recruiting and Retention Companies/Regions (RRC/R).
**TARGET AUDIENCE:** ARNG Recruiting and Retention NCOs, SFC or above, with PMOS 79T who are assigned or selected for assignment as an ARNG Recruiting and Retention Area NCOIC or officers selected to serve in a company leadership role
**LENGTH:** 2 weeks
**POC:**  http://www.pec.ngb.army.mil/Training/CourseInformation/62

# 805B-F34 ARNG MARKETING AND ADVERTISING

**SCOPE:** This course provides training in the following areas: Budget & Financial Administration. Soldiers assigned to ARNG Marketing and Advertising positions directly affect the image of the ARNG, and the efforts of Recruiting and Retention NCOs, Officer Strength Managers, ROTC personnel, Unit Retention NCOs, and others responsible with maintaining and improving personnel readiness within the ARNG.
**PREREQUISITES:** Student must be ARNG 79T or 42A qualified, E-5 thru E-8, assigned to a TDA Marketing and Advertising or Marketing and Education Outreach position, and have completed Fiscal Law. Students must achieve a passing grade on all DL modules by scoring an 80% or higher on each module prior to attending this course.
**SPECIAL INFORMATION:** For more information regarding the ARNG Fiscal Law class contact the Professional Education Center, Resource Management Training Center, Course Manager at 501.212.4625/4935 or http://www.pec.ng.mil/
**NOTE:** Instructions for completing the DL modules will be included in the welcome letter that will be sent to all students enrolled in ATRRS at least 30 days prior to the start of the course.

**PURPOSE:** The purpose of the ARNG Marketing and Advertising course is to train ARNG AGR enlisted Soldiers and civilians (GS-6 through GS-12 or contractors) assigned to a Marketing & Advertising position in the Recruiting and Retention Command. This course will provide the knowledge, skills, and technical expertise required to support the three tenets of strength maintenance.

**TARGET AUDIENCE:** Army National Guard enlisted Soldiers that are serving in a Marketing and Advertising position.

**LENGTH:** 2 weeks

**POC:** Contact the Senior Instructor 501-352-9443

# 805B-SQI4 NON-CAREER RECRUITER

**SCOPE:** This is a five-week course designed to provide training to ARNG Recruiting and Retention NCOs with the knowledge, skills, and techniques required to enlist and retain qualified men and women into the ARNG.

**PREREQUISITES:** ARNG enlisted Soldiers, E-5 through E-7, with an Army MOS, that are assigned to a 79T Recruiting and Retention NCO position. Must meet all prerequisites for the MOS 79T as outlined in DA PAM 611-21.

Completion of Distance Learning modules on Blackboard at https://ssi.ellc.learn.army.mil is required prior to the start date of the course. Soldiers will receive a welcome letter at least 30 days prior to the start of the course providing specific details for this course.

**NOTE:** See Eligibility and Special Information for exceptions to policy and waiver requirements.

**NOTE:** Course attendance is mandatory within 6 months of assignment.

**PURPOSE:** To provide selected Army National Guard enlisted personnel with the knowledge, skills, and techniques to perform as an ARNG Recruiting and Retention Non-Commissioned Officer (SQI4). Course attendance is mandatory within 6 months of assignment. After completion of this course Soldiers will be awarded the SQI4 (Non-Career Recruiter) identifier. MOS 79T is not awarded until successful completion of the ARNG Recruiting and Retention Course and the 79T Conversion Course.

**TARGET AUDIENCE:** Army National Guard enlisted Soldiers, E5 through E7 that are serving in a Recruiting and Retention position.

**LENGTH:** 5 weeks

**POC:** http://www.pec.ngb.army.mil/Training/CourseInformation/54

# 805B-79T40-C46 RECRUITING & RETENTION NCO SLC

**SCOPE:** This course is designed to train ARNG Recruiting and Retention Force Noncommissioned Officers to effectively identify training deficiencies associated with recruiting tactics and techniques.

**PREREQUISITES:** Soldiers are required to hold the Primary MOS 79T, must have completed ALC Phase1, be a graduate of the ARNG 79T Conversion Course at least six months from the start date of SLC, and be a graduate of the ARNG Recruiting and Retention NCO Course (SQI4). Effective 1 June 2013, Structured Self Development 3 (SSD-3) is a prerequisite to attend the ARNG 79T SLC. (See ALARACT Message 216/2012)

**PURPOSE:** To train selected ARNG 79T Senior Noncommissioned Officers the critical skill level tasked required to lead, teach, evaluate, and counsel subordinates in the Army National Guard Recruiting and Retention Force.

**TARGET AUDIENCE:** Recruiting and Retention NCOs requiring knowledge and skills required for the performance of skill level 4 and 5 duties.

**LENGTH:** 3 weeks

**POC:** http://www.pec.ngb.army.mil/Training/CourseInformation/31

# GSC

## GUARD SUPPORT CENTER

**PEC**

Hour after hour of classroom lectures, writing research papers, giving presentations or even the long hours of study might be considered the easy part of earning a college degree for Soldiers after going through the battle of understanding the various incentives available to them. However, the best resource for maneuvering through this minefield is the Guard Support Center on the campus of the Professional Education Center.

A simple phone call or email can easily clear up confusion around the various GI Bill programs that Soldiers may qualify for as a result of their service. Soldiers can also obtain valuable degree planning, tuition assistance, military credit assessment or basic eligibility assistance. The three support teams that make-up the Guard Support Center are the Counseling Support Team, GI Bill Support Team, and the Incentives Support Team.

The Counseling Support Team provides assistance with military credit assessments, Officer-Without-Degree (OWD) Program Management, GoArmyEd tuition assistance, resume building and interview counseling for employment, and much more. The GI Bill Support Team manages and reports eligibility data for all five GI Bill programs with the assistance of the GI Bill managers from the 54 States and Territories. Soldiers may transfer their Post-9/11 GI Bill benefits (Chapter 33) by contacting the team. The Incentives Support Team focuses on the management of all the various educational incentives offered by the National Guard. The Guard Support Center assists Soldiers in using their benefits, programs and incentives to help in their education endeavors.

# CONFERENCE

PEC

SCHEDULER/PLANNER     (501) 212-4617
                      (501) 212-4726

The LaVern E. Weber National Guard Professional Education Center hosts national level events and workshops for National Guard Bureau and other agencies. These conferences range from 20 person workshops to 300 person conferences encompassing everything from ARFORGEN to Logistics.

## FACILITIES

- The facilities are outfitted with state-of-the-art audio, video, and multi-media equipment in order to provide a positive experience for all those in attendance.
- Auditorium seating for up to 450 people for large presentations.
- Breakouts for 30-70 people for group discussions or training.
- Areas for breaks and refreshments.
- Billeting, both standard and VIP Suites.
- Internet café with laptop computers.

## PLANNING STAFF

- Advise on schedule flow, protocol, refreshments, and set-up.
- Coordinate transportation to local area attractions, restaurants, off-site and VIPs.
- Coordination for website registration and tracking.
- Billeting advice including VIP suites and standard accommodations.

## EXECUTION STAFF

- Provide set-up and tear down of all facilities.
- Provide IT/Media support during conferences.

These three key components come together to provide the conference attendees and event coordinator with a professionally planned and flawlessly executed event. We allow you to accomplish the goals of your conference by making it easy and efficient to plan and execute your event or workshop.

# GUARD U

GUARD U

*Exercere Pro Prosperitate*

*Train for Success*
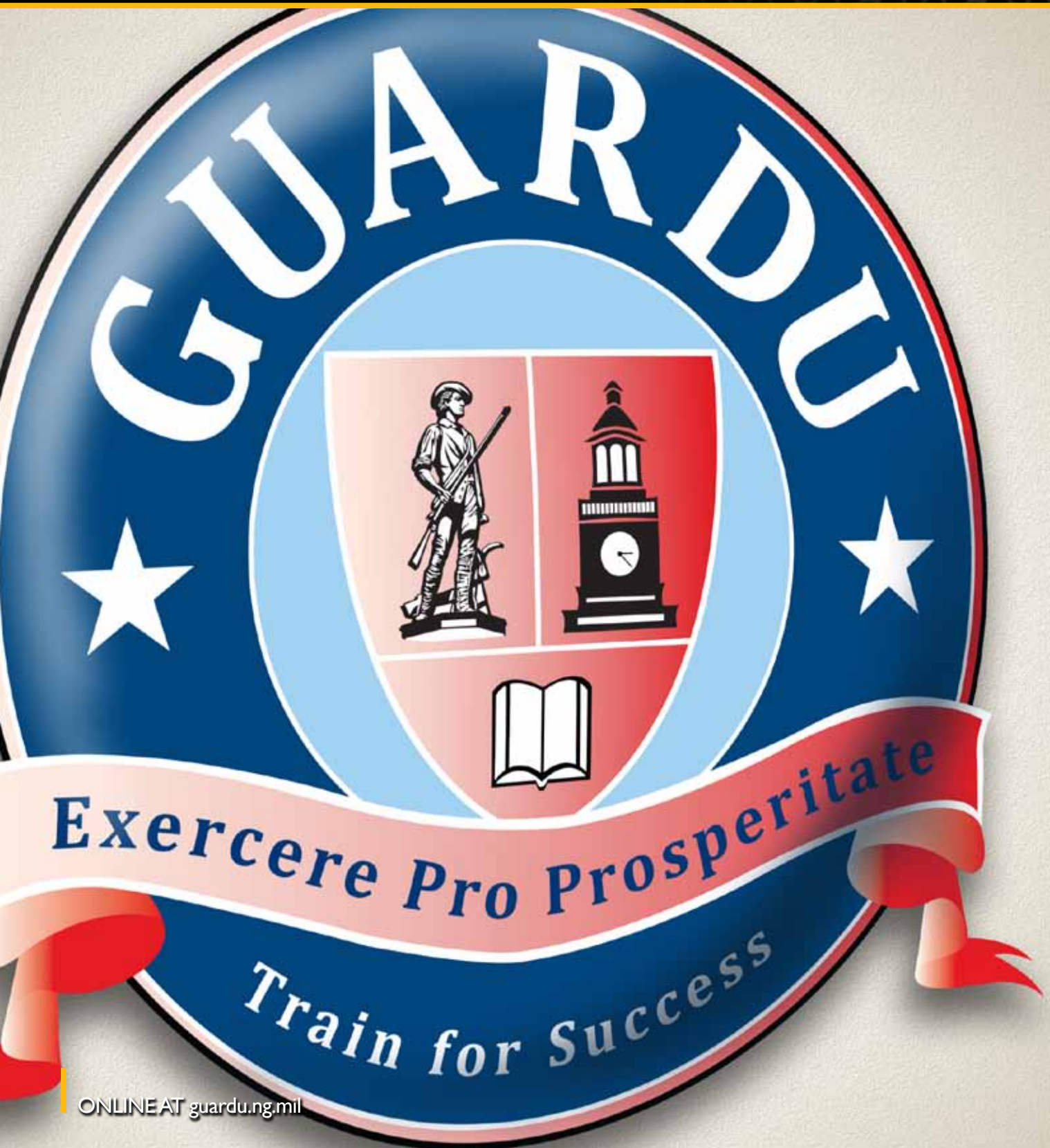
Guard U is a training portal that provides a single, consolidated source of ARNG-specific online learning for Army National Guard Soldiers. It gives ARNG trainers a flexible capability to deliver online learning that can readily accommodate new technologies and different instructional methods. We foresee Guard U as a key enabler to implement the Army Learning Concept 2015 in the Army National Guard.

Trainers use the Guard U training portal to assemble, manage, deliver, and record completion of instructor-led, collaborative, and self-paced learning through the "Blackboard" platform.

## FEATURES OF GUARD UNIVERSITY

- Secure access to Guard training using AKO single sign-on authentication
- Searchable catalog of available courses on Guard U and other online training sites
- Lists of frequently requested courses and new courses on Guard U
- Tutorials and support for Soldiers and trainers
- Access to ARNG Distributed Learning Program information

## ONLINE COURSES

922-RM-AFCOS Automated Funds Control Order System
1038-805B-F17-DL ARNG Officer Strength Manager Course
1038-805B-F21 ARNG RRF Leadership
1041-EDU-ESC Education Services Course
1041-EDU-IMC Incentives Manager Course Distance Learning
922-HRR-HONOR-TRNG Military Funeral Honors (DL)
922-ITSM-7.6NGB CAP Block 1
922-LTC-012 HAZMAT Training for Non-Certifying Officials
922-LTC-013 Technical Specialist Bulk Fuel Transportation Training
922-LTC-027 UNIT SUPPLY PERSONNEL COURSE (DL)
922-LTC-037-1 Equipment RESET Program
922-LTC-090 CSSAMO COMMON CORE (DL)
922-LTC-097 Sustainment Training for Hazardous Material Certifying Officials
922-HRR-030 Officer in Charge Course